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# APPENDIX

TO THE

# NAVY LIST

**RATES OF PAY,**
**CONDITIONS OF RETIREMENT,**
**ENTRY REGULATIONS,**
**Etc., Etc.**

**1973**

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**1973**
**(corrected to March)**

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13a Castle Street, Edinburgh EH2 3AR
109 St Mary Street, Cardiff CF1 1JW
Brazennose Street, Manchester M60 8AS
50 Fairfax Street, Bristol BS1 3DE
258 Broad Street, Birmingham B1 2HE
80 Chichester Street, Belfast BT1 4JY
*Government publications are also available through booksellers*

Printed in England for HER MAJESTY'S STATIONERY OFFICE
by William Clowes & Sons, Limited, London, Beccles and Colchester
Dd. 504468 K.18. 7/73

SBN 11 770678 7

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**Except where provision is or may hereafter be expressly made to the contrary, no person shall be entitled to claim as a right any promotion, emolument, retired pay, pension or other benefit conferred by any provision of these Regulations in the event of such provisions being at any time varied, or cancelled.**

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**On and after 1st April, 1964, the functions of the Admiralty, and the powers conferred on the Admiralty by relevant Orders-in-Council, etc., are exercisable by, or on behalf of, the Secretary of State for Defence, the Defence Council or the Admiralty Board, as appropriate.**

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# PAY AND ALLOWANCES OF OFFICERS OF THE ROYAL NAVY, ROYAL MARINES, QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE AND WOMEN'S ROYAL NAVAL SERVICE

*Note.*—Full details of the rules and conditions of issue of Royal Naval Pay and Allowances are contained in the Naval Pay Regulations. The following is a brief summary only, and is not to be taken as superseding or overriding anything contained in the Naval Pay Regulations.

Single personnel in shore establishments are charged for food and accommodation but married personnel are not generally required to pay these charges; full details of the rules and conditions under which charges are made or remitted are also given in Naval Pay Regulations

## I. DAILY RATES OF FULL PAY

### ROYAL NAVY—(GENERAL LIST, SUPPLEMENTARY LIST AND INSTRUCTOR OFFICERS), AND R.N.R. OFFICERS

| *Rank* | £ |
|---|---|
| Midshipmen (UCE) | ‡3·29 |
| Sub-Lieutenant (UCE) | ‡3·29 |
| Midshipman | 2·79 |
| Midshipman after 1 year | 4·05 |
| Sub-Lieutenant | ‡4·79 |
| Sub-Lieutenant after 2 years | 5·75 |
| Sub-Lieutenant after 3 years | 6·30 |
| Lieutenant | 7·26 |
| „ after 1 year | 7·44 |
| „ „ 2 years | 7·62 |
| „ „ 3 „ | 7·81 |
| „ „ 4 „ | 7·95 |
| „ „ 5 „ | 8·08 |
| „ „ 6 „ | 8·22 |
| „ „ 7 „ | 8·36 |
| „ „ 8* „ | 8·49 |
| „ „ 10* „ | 8·63 |
| „ „ 12* „ | 8·77 |
| „ „ 14* „ | 8·90 |
| „ „ 16* „ | 9·04 |
| Lieutenant-Commander | 9·45 |
| „ „ after 1 year | 9·62 |
| „ „ „ 2 years | 9·79 |
| „ „ „ 3 „ | 9·97 |
| „ „ „ 4 „ | 10·14 |
| „ „ „ 6 „ | 10·31 |
| „ „ „ 8 „ | 10·48 |
| „ „ „ 10 „ | 10·65 |
| „ „ „ 12 „ | 10·82 |
| Commander | 12·33 |
| „ after 2 years with 19 years' service† | 12·67 |
| „ „ 4 „ „ 21 „ „ † | 13·01 |
| „ „ 6 „ „ 23 „ „ † | 13·36 |
| „ „ 8 „ „ 25 „ „ † | 13·70 |
| Captain | 15·07 |
| „ after 2 years | 15·55 |
| „ „ 4 „ | 16·03 |
| Captain with 6 years' seniority | 18·90 |
| Rear-Admiral | 23·97 |
| Vice-Admiral | 29·45 |
| Admiral | 39·04 |
| Admiral of the Fleet | 43·15 |

* Supplementary List only.

† Service in this table means all full pay officer service from the officer's 21st birthday.

‡ Pay element £1·66, Education Grant element £1·63.

*Notes.*— (i) A Commodore receives the rate of full pay to which he would be entitled if serving as a Captain.

(ii) Increments of full pay for Reserve Officers depend on mobilised service and not seniority.

### MEDICAL AND DENTAL OFFICERS, R.N. AND R.N.R.

| *Rank* | £ |
|---|---|
| Surgeon Sub-Lieutenant | ‡5·20 |
| Acting Surgeon Lieutenant | 6·03 |
| Surgeon Lieutenant | 10·30 |
| „ „ after 2 years | 10·98 |
| „ „ „ 4 „ | 11·20 |
| Surgeon Lieutenant-Commander | 13·06 |
| „ „ „ after 1 year | 13·23 |
| „ „ „ „ 2 „ | 13·41 |
| „ „ „ „ 3 „ | 13·66 |
| „ „ „ „ 4 „ | 14·35 |
| „ „ „ „ 5 „ | 14·60 |
| „ „ „ „ 6 „ | 14·77 |
| „ „ „ „ 7 „ | 15·02 |
| Surgeon Commander | 16·16 |
| „ „ after 2 years | 16·50 |
| „ „ „ 4 „ | 16·85 |
| „ „ „ 6 „ | 17·20 |
| „ „ „ 8 „ | 17·54 |
| Surgeon Captain | 18·64 |
| „ „ after 2 years | 18·87 |
| „ „ „ 4 „ | 19·15 |
| „ „ „ 6 „ | 19·38 |
| Surgeon Captain with 8 years' seniority | 20·32 |
| Surgeon Rear-Admiral | 24·25 |
| Surgeon Vice-Admiral | 29·45 |

‡ Pay element £2·60, Educational Grant element £2·60

*Note.*—Increments of full pay for R.N.R. Officers depend on mobilised service and not seniority.

Maritime Gazette

## CHAPLAINS (ALL DENOMINATIONS), R.N. AND R.N.R.

| | £ |
|---|---|
| Chaplain on entry | 7·26 |
| „ after 2 years | 7·52 |
| „ „ 4 „ | 7·78 |
| „ „ 6 „ | 8·86 |
| „ „ 8 „ | 9·15 |
| „ „ 10 „ | 9·45 |
| „ „ 12 „ | 9·68 |
| „ „ 14 „ | 11·22 |
| „ „ 16 „ | 11·45 |
| „ „ 18 „ | 11·67 |
| „ „ 20 „ | 12·76 |
| „ „ 22 „ | 13·01 |
| „ „ 26 „ | 13·52 |
| Principal Chaplain R.N. | 15·07 |
| Chaplain of the Fleet | 18·90 |

R.N.R. Chaplains on completing 6, 14, 22 and 28 years' Reserve Service are eligible for appropriate rates of full pay as for regular Chaplains of the same seniority; intervening increments of pay will depend on mobilised service.

## SPECIAL DUTIES LIST, ROYAL NAVY

| *Rank* | £ |
|---|---|
| Sub-Lieutenant on promotion | 8·36 |
| „ „ after 3 years | 8·50 |
| Lieutenant on promotion | 8·77 |
| „ after 2 years | 8·87 |
| „ „ 4 „ | 8·97 |
| „ „ 6 „ | 9·07 |
| „ „ 8 „ | 9·17 |
| Lieutenant-Commander and above—as for General List Officers | |

## ROYAL MARINE OFFICERS (GENERAL LIST), SHORT SERVICE COMMISSION AND SPECIAL ENTRY FLYING SERVICE LISTS AND R.M.R. OFFICERS

| *Rank* | £ |
|---|---|
| Probationary Second Lieutenant (University Cadet) | ‡3·29 |
| Second Lieutenant | 4·05 |
| Acting Lieutenant, Probationary Lieutenant (University Graduate) | 4·79 |
| Lieutenant R.M. | 5·75 |
| „ „ after 1 year | 7·26 |
| „ „ „ 2 years | 7·44 |
| „ „ „ 3 „ | 7·62 |
| „ „ „ 4 „ | 7·81 |
| „ „ „ 5 „ | 7·95 |
| „ „ „ 6 „ | 8·08 |
| „ „ „ 7 „ | 8·22 |
| „ „ „ 8* „ | 8·49 |
| „ „ „ 10* „ | 8·63 |
| „ „ „ 12* „ | 8·77 |
| „ „ „ 14* „ | 8·90 |
| „ „ „ 16* „ | 9·04 |
| Captain R.M. | 9·45 |
| „ „ after 1 year | 9·62 |
| „ „ „ 2 years | 9·79 |
| „ „ „ 3 „ | 9·97 |
| „ „ „ 4 „ | 10·14 |
| „ „ „ 6 „ | 10·31 |
| „ „ „ 8 „ | 10·48 |
| „ „ „ 10 „ | 10·65 |
| „ „ „ 12 „ | 10·82 |
| Major | 12·33 |
| „ after 2 years or with 19 years' service† | 12·67 |
| „ „ 4 „ „ „ 21 „ „ † | 13·01 |
| „ „ 6 „ „ „ 23 „ „ † | 13·36 |
| „ „ 8 „ „ „ 25 „ „ † | 13·70 |
| Lieutenant-Colonel | 15·07 |
| „ „ after 2 years | 15·55 |
| „ „ „ 4 „ | 16·03 |
| Colonel | 18·90 |
| Major-General | 23·97 |
| Lieutenant-General | 29·45 |
| General | 39·04 |

*Notes.* (i) A Brigadier receives the rate of full pay to which he would be entitled if serving in his paid rank (acting or substantive).

Increments of full pay for R.M.R. Officers depend on mobilised service and not seniority, except that Lieutenants R.M.R. may receive the "after one year" rate after one year in the rank.

(ii) * These rates are restricted to officers on the R.M. Special Entry Flying Service List only.

(iii) ‡ Pay element £1·66, Education Grant element £1·63.

(iv) †Service in this table means all full pay officer service from the officer's 21st birthday.

## SPECIAL DUTIES LIST, ROYAL MARINES

| *Rank* | £ |
|---|---|
| Lieutenant on promotion | 8·36 |
| „ after 3 years in the rank | 8·50 |
| „ „ 5 „ „ „ „ „ | 8·77 |
| „ „ 7 „ „ „ „ „ | 8·87 |
| „ „ 9 „ „ „ „ „ | 8·97 |
| „ „ 11 „ „ „ „ „ | 9·07 |
| „ „ 13 „ „ „ „ „ | 9·17 |
| Captain and above—as for General List Officers. | |

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### CAREERS SERVICE, R.N. AND R.M.

| Rank | £ |
|---|---|
| Lieutenant (Careers Service) | 8·43 |
| Regional Careers Staff Officer | 10·57 |

### QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

| Rank | £ |
|---|---|
| Nursing Sister on entry | 5·17 |
| " " after 1 year | 5·36 |
| " " " 2 years | 5·54 |
| " " " 3 " | 5·67 |
| Senior Nursing Sister | 6·53 |
| " " " after 1 year | 6·69 |
| " " " " 2 years | 6·85 |
| " " " " 3 " | 7·03 |
| " " " " 4 " | 7·15 |
| " " " " 5 " | 7·27 |
| " " " " 6 " | 7·39 |
| Superintending Sister | 8·50 |
| " " after 1 year | 8·65 |
| " " " 2 years | 8·80 |
| " " " 3 " | 8·97 |
| " " " 4 " | 9·12 |
| " " " 6 " | 9·27 |
| " " " 8 " | 9·43 |
| " " " 10 " | 9·58 |
| " " " 12 " | 9·73 |
| Principal Matron | 11·09 |
| " " after 2 years or with 19 years' service† | 11·40 |
| " " " 4 " " " 21 " " † | 11·70 |
| " " " 6 " " " 23 " " † | 12·01 |
| " " " 8 " " " 25 " " † | 12·32 |
| Matron-in-Chief | 17·20 |
| Naval Nursing Auxiliaries Officer | 7·70 |

(i) †Service in this table means all full pay officer service from the officer's 21st birthday.

### WOMEN'S ROYAL NAVAL SERVICE

| Rank | £ |
|---|---|
| Probationary Third Officer | 4·31 |
| Third Officer on confirmation | 4·60 |
| Third Officer after 2 years | 5·17 |
| " " " 3 " | 5·36 |
| " " " 4 " | 5·54 |
| " " " 5 " | 5·67 |
| " " " 6 " | 5·79 |
| Second Officer | 6·53 |
| " " after 1 year | 6·69 |
| " " " 2 years | 6·85 |
| " " " 3 " | 7·03 |
| " " " 4 " | 7·15 |
| " " " 5 " | 7·27 |
| " " " 6 " | 7·39 |
| " " " 7 " | 7·52 |
| " " " 8 " | 7·64 |
| " " " 10 " | 7·76 |
| " " " 12 " | 7·89 |
| First Officer | 8·50 |
| " " after 1 year | 8·65 |
| " " " 2 years | 8·80 |
| " " " 3 " | 8·97 |
| " " " 4 " | 9·12 |
| " " " 6 " | 9·27 |
| " " " 8 " | 9·43 |
| " " " 10 " | 9·58 |
| " " " 12 " | 9·73 |
| Chief Officer | 11·09 |
| " " after 2 years or with 19 years' service† | 11·40 |
| " " " 4 " " " 21 " " † | 11·70 |
| " " " 6 " " " 23 " " † | 12·01 |
| " " " 8 " " " 25 " " † | 12·32 |
| Superintendent | 13·59 |
| " after 2 years | 14·04 |
| " " 4 " | 14·49 |
| " " 6 " | 14·94 |
| " " 8 " | 15·40 |
| Director | 17·20 |

(i) †Service in this table means all full pay officer sevice from the Officer's 21st birthday.

## II. ALLOWANCES

### (i) RELATIVE RANK

The following table shows the relative Naval Rank of Officers, so far as rates of allowances are concerned:—

| *Royal Marine Officers (General List)* | *Relative Naval Rank* |
|---|---|
| Second Lieutenant | Midshipman after 1 year |
| Acting Lieutenant | Sub-Lieutenant with less than 2 years seniority |

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### (i) RELATIVE RANK—*continued*

| | |
|---|---|
| Lieutenant on Promotion | Sub-Lieutenant after 2 years |
| Lieutenant after one year | Lieutenant |
| Captain | Lieutenant-Commander |
| Major | Commander |
| Lieutenant-Colonel | Captain with less than 6 years seniority |
| Colonel | Captain with 6 years seniority |
| Major-General | Rear-Admiral |
| Lieutenant-General | Vice-Admiral |
| General | Admiral |

*Note.*—A Brigadier receives Colonel's allowances.

| *Royal Marines Special Duties List Officers* | *Relative Naval Rank (Special Duties List)* |
|---|---|
| Lieutenant | Lieutenant |
| Captain | Lieutenant-Commander |
| Major | Commander |

| *Chaplains of all denominations* | *Relative Naval Rank* |
|---|---|
| Under 6 years' seniority from date of entry | Lieutenant |
| Of and over 6 years' seniority from date of entry | Lieutenant-Commander |
| ,, ,, ,, 14 ,, ,, ,, ,, ,, ,, | Commander |
| Principal Chaplains with less than 28 years' seniority as Chaplains, and Chaplains of and over 22 years seniority, both from date of entry | Captain with less than 6 years seniority |
| Principal Chaplains and Chaplains of and over 28 years' seniority from date of entry | Captain with 6 years seniority |
| Chaplain of the Fleet | Rear-Admiral |

The above table applies to permanent active list R.N. Chaplains and to Permanent R.N.R. Chaplains, whose relative rank for allowances purposes depends upon their seniority as a Chaplain. In the case of retired Chaplains re-employed and temporary Chaplains, the same table applies with the substitution of the words "paid service" for "seniority."

| *Q.A.R.N.N.S. Rank* | *Relative Naval Rank* |
|---|---|
| Nursing Sister | Sub-Lieutenant |
| Senior Nursing Sister | Lieutenant |
| Superintendent Sister/Matron | Lieutenant-Commander |
| Principal Matron | Commander |
| Marton-in-Chief | Captain with 6 years seniority |

| *W.R.N.S. Officers Rank* | *Relative Naval Rank* |
|---|---|
| Third Officer | Sub-Lieutenant |
| Second Officer | Lieutenant |
| First Officer | Lieutenant-Commander |
| Chief Officer | Commander |
| Superintendent | Captain with less than 6 years seniority |
| Commandant | Captain with 6 years seniority |

### (ii) ENTERTAINING ALLOWANCE

Payable to Officers in Command at the following daily rates:—

| | |
|---|---|
| Captain in Command of seagoing ship | 80p or 60p |
| ,, ,, ,, ,, shore establishment | 60p or 40p |
| Commander in Command of seagoing ship | 40p except where prohibited because of complement |
| ,, ,, ,, ,, shore establishment | 36p or 40p |

### (iii) MEDICAL OFFICERS' CONSULTANT PAY

Medical Officers appointed to paid Consultant posts will receive Consultant Pay as follows—

| | £ |
|---|---|
| On appointment | 1·65 a day |
| After 5 years as Consultant | 2·00 a day |
| After 10 years as Consultant | 2·40 a day |

### (iv) MEDICAL OFFICERS' DIPLOMA PAY

Non-Specialist Medical Officers below the rank of Surgeon-Captain not in receipt of Specialist or Consultant pay and in possession of certain diplomas or other eligible qualifications may be nominated for diploma pay of 30p a day.

### (v) MEDICAL AND DENTAL OFFICERS' SPECIALIST PAY

Medical and Dental Officers of the rank of Surgeon-Captain and below appointed as Senior Specialist or Specialist may receive Specialist pay at the rate of £1·20 and 45p a day resepectively.

### (vi) QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

*Specialist Pay*

Nursing Officers up to and including the rank of Superintending Sister/Matron may qualify for specialist pay at daily rates which vary from 11p, 15p, 23p or 45p when appointed for defined specialist duties or under other certain circumstances.

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**(vii) PILOTAGE MONEY**

**Pilotage Money at rates embodied in an authorised scale approved by the Ministry of Defence is payable to Officers at Home and Abroad for pilotage of H.M. Ships and Vessels at certain ports, channels, etc., classified as being difficult of access.**

## III. HALF PAY

**Officers will be discharged to Half Pay in the following circumstances:—**

**(*a*) When dismissed their ships as a result of a sentence by Court Martial or when relieved by order of the Ministry of Defence on account of misconduct otherwise than as a result of sentence by a Court Martial.**

(*b*) In special cases for disciplinary reasons as the Ministry of Defence may direct.

Officers (except Admirals of the Fleet) discharged to Half Pay will receive a half the rate of Full Pay to which their rank and seniority, as reduced by any sentence of a Court Martial, entitle them, except that where they are holding acting higher or temporary rank the Half Pay rate will be based on the rates appropriate to their substantive rank.

**The rate of Half Pay for an Admiral of the Fleet when further naval employment is not contemplated is £7,875 a year.**

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# RATES OF PAY FOR NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

The basic rates of pay in all branches depend on the period for which a man is committed to serve. Those on engagements for periods of nine years or more recieve the "career rate of pay," those serving on engagements for four years receive the "uncommitted rate of pay" and ratings serving on NCS engagements receive the "intermediate rate of pay." In deciding which scale a man is to receive, account is taken of his previous service. Pay also varies according to the qualifications held, the classification being denoted alphabetically in the following tables.

Single personnel in shore establishments are charged for food and accommodation but married personnel are not generally required to pay these charges.

## NAVAL RATINGS

### JUNIORS AND APPRENTICES AND EQUIVALENT RANKS (ROYAL MARINES)

| | *Daily Rates* £ |
|---|---|
| *Juniors* | |
| Junior 2nd Class | 1·53 |
| „ 1st „ | 1·70 |
| „ at age 17 | 2·02 |
| „ when filling complement billet under 17½ years | 2·79 (i) |

*Artificer Apprentices*

| *Pay at age* | *Stage of Training in years* | | | |
|---|---|---|---|---|
| | *First* | *Second* | *Third* | *Fourth* |
| | £ | £ | £ | £ |
| 16 and under | 1·53 | 2·18 | — | — |
| 17 | 1·70 | 2·18 | 2·82 | — |
| 18 | 2·23 | 2·39 | 2·82 | 3·51 |
| 19 | 2·66 | 2·87 | 3·03 | 3·51 |
| 20 | 2·87 | 3·35 | 3·51 | 3·73 |
| 21 and over | 2·87 | 3·35 | 3·78 | 4·21 |

| | |
|---|---|
| *Mechanician Apprentices and Probationary Medical Technicians* | |
| 1st year of training | 3·31 |
| 2nd „ „ „ | 3·57 |
| Electrical Mechanician, 21 months' increment | 0·27 |
| *Probationary Medical Technicians (ex-Junior Medical Technicians)* | |
| 1st year of training | 2·98 (ii) |
| 2nd year of training | 3·24 (iii) |

NOTES

(i) When engagement for 9 years' service is confirmed Committal Pay is payable from the date of a Complement billet. The rates are as follows:

| | 1 Apr. 70 | 1 Aug. 71 | 1 Apr. 72 |
|---|---|---|---|
| With effect from | | | |
| Daily rate | 50p | 54p | 65p |

(ii) When engagement for 12 years' service is confirmed, Committal Pay is payable from the date of becoming a Probationary Medical Technician. The rates are as follows:

| | 1 Apr. 70 | 1 Aug. 71 | 1 Apr. 72 |
|---|---|---|---|
| With effect from | | | |
| Daily rate | 30p | 33p | 39p |

### SEAMEN AND OTHER BRANCHES

| *Rating* | *Scale* | *Less than six years* (*Uncommitted*) | *Six years but less than Nine years* (*Intermediate*) | *Nine years or more* (*Career*) |
|---|---|---|---|---|
| | | £ | £ | £ |
| Ordinary Rating | (B) | 2·79 | 3·05 | 3·44 |
| Ordinary Rating | (A) | 3·09 | 3·35 | 3·74 |
| Able Rating | (C) | 3·51 | 3·77 | 4·16 |
| Able Rating | (B) | 3·81 | 4·07 | 4·46 |
| Able Rating | (A) | 4·10 | 4·36 | 4·75 |
| Leading Rating | (B) | 4·81 | 5·07 | 5·46 |
| Leading Rating | (A) | 4·99 | 5·25 | 5·64 |
| Petty Officer | (B) | 5·41 | 5·67 | 6·06 |
| Petty Officer | (A) | 5·53 | 5·79 | 6·18 |
| Chief Petty Officer | (B) | 5·86 | 6·12 | 6·51 |
| Chief Petty Officer | (A) | 5·98 | 6·24 | 6·63 |
| Fleet Chief Petty Officer | (A) | 6·41 | 6·67 | 7·06 |

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# RATES OF PAY FOR NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

## ARTIFICERS, MECHANICIANS AND MEDICAL TECHNICIANS

| *Rating* | *Scale* | *Six years but less than Nine years (Intermediate)* £ | *Nine years or more (Career)* £ |
|---|---|---|---|
| 5th Class Mech/Med Tech | (B) | 4·36 | 4·75 |
| 3rd Class Artificer | (B) | 4·89 | 5·28 |
| Acting 4th Class Mech/Med Tech | (B) | 5·07 | 5·46 |
| 4th Class Mech/Med Tech | (A) | 5·25 | 5·64 |
| 3rd Class Mech/Med Tech<br>Acting 2nd Class Artificer | (B) | 5·97 | 6·36 |
| 2nd Class | (A) | 6·24 | 6·63 |
| 1st Class | (B) | 6·46 | 6·85 |
| 1st Class after 2 years | (A) | 6·69 | 7·08 |
| 1st Class after 4 years | (A) | 6·76 | 7·15 |
| 1st Class after 6 years | (A) | 6·80 | 7·19 |
| Chief Artificer/Mech/Med Tech | (A) | 6·99 | 7·38 |
| Fleet Chief Petty Officer | (A) | 7·18 | 7·57 |

## QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE AND THE WOMEN'S ROYAL NAVAL SERVICE

| *Rating* | *Scale* | *Rates of pay* *Band 1* £ | *Band 2* £ | *Band 3* £ |
|---|---|---|---|---|
| Wren (Ord)/Probationary Naval Nurse | (B) | 2·51 | 2·51 | 2·51 |
| Wren (AB)/Naval Nurse | (B) | 2·78 | 3·16 | 3·62 |
| Wren (AB)/Naval Nurse | (A) | 3·31 | 3·69 | 4·15 |
| Leading Wren/Senior Naval Nurse | (B) | 3·95 | 4·33 | 4·79 |
| Leading Wren/Senior Naval Nurse | (A) | 4·11 | 4·49 | 4·95 |
| PO Wren/Assist Head Naval Nurse | (B) | 4·49 | 4·87 | 5·33 |
| PO Wren/Assist Head Naval Nurse | (A) | 4·59 | 4·97 | 5·43 |
| Chief Wren/Head Naval Nurse | (B) | 4·89 | 5·27 | 5·73 |
| Chief Wren/Head Naval Nurse | (A) | 5·00 | 5·38 | 5·84 |
| Fleet Chief Wren | (A) | 5·39 | 5·77 | — |

## QARNNS AND WRNS—PAY BANDS

*Categories paid at Band 1 rates*

*QARNNS*

Pupil Nurses. On Qualifying as State Enrolled Nurse, Band 2 rates are payable.

*WRNS*

Cinema Operator
Cook
Dental Surgery Assistant
Hairdresser
Motor Transport Driver
Quarters Assistant
Radio Operator and Radio Operator (M)
Regulating
Radar Plot
Stores Assistant (V) (C) (S)
Steward (O) (G)
Tailoress
Telephonist
Writer (G) (P) (S)

*Categories paid at Band 2 rates*

Student Nurses and State Enrolled Nurses. On qualifying as State Registered Nurse, Band 3 rates are payable.

Air Mechanic
Dental Hygienist
Education Assistant
Meteorological Observer
Radio Electrical Mechanic (Air)
Weapon Analyst
Welfare Worker

*Categories paid at Band 3 rates*

State Registered Nurse.

Nil

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# RATES OF PAY FOR NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

## ROYAL MARINES, GENERAL DUTIES, TRADESMEN AND MUSICIANS

| Rank | Scale | Daily Rates: Less than Six years (Uncommitted) | Six years but less Nine years (Intermediate) | Nine years or more (Career) |
|---|---|---|---|---|
| | | £ | £ | £ |
| Marine 2nd Class | (B) | 2·79 | 3·05 | 3·44 |
| Marine 2nd Class | (A) | 3·09 | 3·35 | 3·74 |
| Marine 1st Class | (C) | 3·51 | 3·77 | 4·16 |
| Marine 1st Class | (B) | 3·81 | 4·07 | 4·46 |
| Marine 1st Class | (A) | 4·10 | 4·36 | 4·75 |
| Corporal | (C) | 4·63 | 4·89 | 5·28 |
| Corporal | (B) | 4·81 | 5·07 | 5·46 |
| Corporal | (A) | 4·99 | 5·25 | 5·64 |
| Sergeant | (C) | 5·37 | 5·63 | 6·02 |
| Sergeant | (B) | 5·47 | 5·73 | 6·12 |
| Sergeant | (A) | 5·57 | 5·83 | 6·22 |
| Colour Sergeant | (C) | 5·69 | 5·95 | 6·34 |
| Colour Sergeant | (B) | 5·81 | 6·07 | 6·46 |
| Colour Sergeant | (A) | 5·92 | 6·18 | 6·57 |
| Quartermaster Sergeant | (A) | 6·10 | 6·36 | 6·75 |
| Regimental Sergeant-Major | (A) | 6·41 | 6·67 | 7·06 |

## ROYAL MARINE TECHNICIANS

| | | | | |
|---|---|---|---|---|
| Marine 1st Class | (B) | 4·02 | 4·28 | 4·67 |
| Marine 1st Class | (A) | 4·55 | 4·81 | 5·20 |
| Corporal | (C) | 5·14 | 5·40 | 5·79 |
| Corporal | (B) | 5·32 | 5·58 | 5·97 |
| Corporal | (A) | 5·50 | 5·76 | 6·15 |
| Sergeant | (B) | 5·86 | 6·12 | 6·51 |
| Sergeant | (A) | 6·10 | 6·36 | 6·75 |
| Colour Sergeant | (B) | 6·27 | 6·53 | 6·92 |
| Colour Sergeant | (A) | 6·37 | 6·63 | 7·02 |
| Quartermaster Sergeant | (A) | 6·61 | 6·87 | 7·26 |
| Regimental Sergeant-Major | (A) | 6·92 | 7·18 | 7·57 |

## LENGTH OF SERVICE PAY

Length of Service pay is payable in addition to basic pay. Payment is based on man's/woman's time at the daily rates shown below:—

**Ratings and Other Ranks Royal Marines**

| | Total after 9 years' service | Total after 12 years' service | Total after 16 years' service | Total after 32 years' service |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Able Rating/Marine I | 0·20 | 0·30 | — | — |
| Leading Rating/Corporal (RM) | 0·20 | 0·30 | — | — |
| Petty Officer/Sergeant (RM) | 0·25 | 0·35 | 0·55 | — |
| CPO/Colour Sergeant | 0·30 | 0·50 | 0·60 | — |
| Quartermaster Sergeant | 0·30 | 0·50 | 0·65 | 0·80 |
| Regimental Sergeant-Major / Fleet Chief Petty Officer | 0·30 | 0·50 | 0·65 | 0·85 |

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### LENGTH OF SERVICE PAY FOR NAVAL NURSES AND W.R.N.S. RATINGS

| | *Total after 3 years* £ | *Total after 6 years* £ | *Total after 9 years* £ | *Total after 12 years* £ | *Total after 16 years* £ | *Total after 22 years* £ |
|---|---|---|---|---|---|---|
| Probationary Naval Nurse/Ordinary Rating | 0·17 | 0·37 | 0·79 | 0·89 | — | — |
| Naval Nurse/Able Rating | 0·17 | 0·37 | 0·79 | 0·89 | — | — |
| Senior Naval Nurse/Leading Wren | 0·17 | 0·37 | 0·79 | 0·89 | — | — |
| Asst Head Naval Nurse/PO Wren | 0·17 | 0·37 | 0·84 | 0·94 | 1·12 | — |
| Head Naval Nurse/CPO Wren | 0·17 | 0·37 | 0·89 | 1·08 | 1·17 | — |
| FCPO Wren | 0·17 | 0·37 | 0·89 | 1·08 | 1·22 | 1·40 |

### ALLOWANCES COMMON TO OFFICERS AND RATINGS

### I. SPECIAL SERVICE PAY

Personnel employed on various forms of special service are eligible for the following additional daily rate of pay:—

#### A. FLYING

| | £ |
|---|---|
| (1) *Officer Pilots and Observers (R.N. and equivalent ranks R.M.)* | |
| Midshipman, Acting Sub-Lieutenant, if entered before 30 April 1972; Supplementary List Pilots and Observers on award of Flying Badge, if entered on 30 April 1972 or later | 1·26 |
| Sub-Lieutenant on confirmation, if entered before 30 April 1972; Supplementary List Pilots and Observers after 9 months from completion of Operational Flying Training, if entered on 30 April 1972 or later; Lieutenant RM on promotion | 1·38 |
| Lieutenant, Lieutenant R.M. after 1 year, Lieutenant-Commander and Captain, R.M. | 1·59 |
| Commander, Major R.M. | 1·50 |
| Captain under 6 years, Lieutenant Colonel, R.M. | 1·10 |
| Captain with 6 years' seniority, Colonel R.M. | 0·86 |
| (2) *Rating and Other Rank Aircrew* | |
| (*a*) Royal Marine Pilots | |
| Sergeant | 1·30 |
| Colour Sergeant | 1·49 |
| Q.M.S. | 1·61 |
| (*b*) Underwater Control Aircrew<br>Communications Squadron Aircrew | |
| Petty Officer and below | 1·18 |
| Chief Petty Officer (Other than Aircrewman I) | 1·30 |
| Chief Petty Officer (Aircrewman I) | 1·49 |
| (*c*) Search and Rescue Aircrew<br>Commando Aircrew<br>Small Ships Flight Aircrew | |
| Petty Officer and below | 0·67 |
| Chief Petty Officer (Other than Aircrewman I) | 0·79 |
| Chief Petty Officer (Aircrewman I) | 0·98 |
| (3) *Flying Training Rates* | |
| Pilots (other than R.M. Unit Light Aircraft Helicopter Pilots) during the first part of flying training; R.M. Unit Light Aircraft Helicopter Pilots, all Observers and Rating Aircrew throughout flying training | 0·41 |
| Pilots (other than R.M. Unit Light Aircraft Helicopter Pilots) during the second part of flying training | 0·63 |

#### B. SUBMARINES

| | £ |
|---|---|
| Midshipman, Leading Rating and below | 0·98 |
| Petty Officer | 1·08 |
| Chief Petty Officer, Fleet Chief Petty Officer, Acting Sub-Lieutenant, Sub-Lieutenant except SP | 1·30 |
| Lieutenant and above and SD List Officers | 1·40 |

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# RATES OF PAY FOR NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

## C. SURVEYING

| | £ |
|---|---|
| Survey Recorder* | 0·15 |
| Survey Recorder 2 | 0·24 |
| Survey Recorder 1 | 0·35 |
| Asst. Surveyor 4th Class | 0·24 |
| Asst. Surveyor 3rd Class | 0·35 |
| Asst. Surveyor 2nd Class | 0·53 |
| Asst. Surveyor 1st Class | 0·65 |
| Lieutenant or Lieutenant Commander in charge of Survey | 0·77 |
| Commander or Captain in charge of Survey | 0·94 |

## D. PARACHUTE

| | |
|---|---|
| Qualified Parachutist | 0·44 |
| Assistant Parachute Jumping Instructor | 0·51 |

## E. DIVING

| | |
|---|---|
| Ship's Diver (All personnel) | 0·24 |
| Artificer Diver | 0·24 |
| S.A.R. Diver | 0·41 |
| C.D.* | 0·41 |
| Diver 1 | 0·47 |
| Q.D.D. Officer | 0·47 |
| C.D.2 | 0·83 |
| C.D.1 | 0·94 |
| M.C.D. and C.D. Officers | 0·94 |
| Royal Marines Swimmer Canoeists | |
| Swimmer Canoeist Officer | 0·70 |
| Swimmer Canoeist 1st Class | 0·70 |
| Swimmer Canoeist 2nd Class | 0·48 |
| Swimmer Canoeist 3rd Class | 0·40 |

## II. RESPONSIBILITY PAY

The daily rates of Responsibility Pay payable under the provisions of Supplement to B.R. 1950 Arts. 0911 0912 are:—

| | £ |
|---|---|
| Commodores and Captains in appointments complemented for those ranks without alternative | 0·80 |
| Captains in Ships complemented for Captain or Commander when acting as Leader of a Small Ship Squadron | 0·80 |
| Captains in appointments complemented for the alternative ranks of Captain or Commander | 0·60 |
| Commanders in appointments complemented for the alternative ranks of Captain or Commander | 0·50 |
| Commanders in appointments complemented for this rank without alternative | 0·50 |
| Commanders and Lieutenant-Commanders in appointments complemented for the alternative ranks of Commander or Lieutenant-Commander | 0·40 |
| Other Lieutenant-Commanders and Lieutenants | 0·30 |
| Sub-Lieutenants and below; Chief Skippers and Skippers | 0·20 |

The normal daily rate of Entertaining Allowance for officers receiving 50p a day Responsibility Pay will be 40p (Supplement to B.R. 1950 Art. S. 1000).

## III. LODGING ALLOWANCE

**Personnel for whom accommodation cannot be provided on board H.M. Ships, or in Naval or R.M. Barracks, or in service quarters generally, are eligible under certain conditions for Lodging Allowance.**

## IV. LOCAL OVERSEAS ALLOWANCE

Local Overseas Allowance is designed to compensate personnel for the essential extra cost of living overseas, Conditions of issue together with rates appropriate to the station are promulgated separately.

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### V. HARD LYING MONEY

Payable at the rate of 15p a day to personnel shown below provided that their ships are employed mainly on sea service, which includes lengthy periods in the open sea or on voyages between distant ports, and provided that they live and sleep on board:—

Officers and ratings in submarines, minesweepers, Boom Defence and Salvage Vessels, Fast Patrol Boats and Inshore Survey Craft and ratings only in Type 12 (unmodified), 14, 15, 41 and 61 frigates and CA Class destroyers.

Payment may also be made to officers and ratings not in receipt of SSP (Hydrographic) serving in surveying ships when the ship is employed for periods of not less than five days in open waters and necessarily remains at sea overnight or is continually anchoring at sea at night in exposed positions.

### VI. EXCESS RENT ALLOWANCE

This allowance is payable to certain categories of officers and ratings/other ranks for whom no public accommodation is available and who in consequence have to rent private accommodation for their families.

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## SECTION I

## SERVICE RETIRED PAY FOR PERMANENT OFFICERS OF THE ROYAL NAVY AND ROYAL MARINES

(*Note.*—On and after 1st April, 1964, the powers conferred on the Admiralty by relevant Orders in Counci are exercisable by, or on behalf of, the Secretary of State for Defence.)

*Scope of Regulations.*

1. The provisions of this Section relate with effect from 1st April, 1972 to officers holding permanent or 16-year pensionable commissions in the Royal Navy or Royal Marines, who retire from the active list on or after 1st April, 1972. Subject to the provisions of the Forfeiture Act, 1870, and the Admiralty Pensions Act, 1921, they relate also to retired officers whose commissions are terminated or whose names are removed from the List of Retired Officers because of misconduct. They do not apply to officers holding temporary or short service commissions or officers on the Supplementary List who have not been granted pensionable or permanent commissions.

*Retirement for age or non-employment.*

2. An officer retiring on or after attaining the age limit fixed for service in his rank and branch, or, it having been decided that further employment is not available for him, retired compulsorily before attaining that age limit, may be granted retired pay, provided that, unless the special provisions set out in paragraph 6 are relevant he has completed at least 16 years' reckonable service as defined in paragraphs 27 to 31 below. In the event of eligibility for full pay continuing after formal retirement, the award will take effect from the day following that in respect of which full pay was last payable.

*Rank*

3. The rate of retired pay will be based on the officer's rank for retired pay purposes, as defined in paragraphs 22 to 26, and on the length of his reckonable service calculated in accordance with paragraph 31.

*Rates of retired pay.*

4. Subject to the provisions of this Section, retired pay may be awarded at the following rates:—

**(a) General List, Medical, Dental and Instructor Officers and Special Duties List Officers (including Careers Service)**

| *Number of years reckonable service over age 21* | *Lieutenant R.N. and R.M. and below* | *Lieutenant-Commander, R.N. Captain R.M.* | *Commander R.N. Major R.M.* | *Captain, R.N. with less than six years' service in the rank; Lieutenant-Colonel R.M.* | *Captain, R.N. after six years' service in the rank; Colonel R.M* |
|---|---|---|---|---|---|
| | £ *a year* | £ *a year* | £ *a year* | £ *a year* | £ *a year* |
| 16 | 912 | 1,055 | 1,318 | | |
| 17 | 950 | 1,103 | 1,380 | | |
| 18 | 989 | 1,151 | 1,441 | 1,772 | |
| 19 | 1,027 | 1,198 | 1,503 | 1,850 | |
| 20 | 1,065 | 1,246 | 1,564 | 1,927 | |
| 21 | 1,103 | 1,294 | 1,626 | 2,004 | |
| 22 | 1,142 | 1,342 | 1,687 | 2,081 | 2,426 |
| 23 | 1,180 | 1,389 | 1,749 | 2,158 | 2,503 |
| 24 | 1,218 | 1,437 | 1,810 | 2,235 | 2,579 |
| 25 | 1,257 | 1,485 | 1,872 | 2,313 | 2,656 |
| 26 | 1,295 | 1,533 | 1,933 | 2,390 | 2,733 |
| 27 | 1,333 | 1,581 | 1,995 | 2,467 | 2,809 |
| 28 | 1,371 | 1,628 | 2,056 | 2,544 | 2,886 |
| 29 | 1,410 | 1,676 | 2,118 | 2,621 | 2,963 |
| 30 | 1,448 | 1,724 | 2,179 | 2,698 | 3,039 |
| 31 | 1,486 | 1,772 | 2,241 | 2,776 | 3,116 |
| 32 | 1,524 | 1,819 | 2,302 | 2,853 | 3,193 |
| 33 | 1,563 | 1,867 | 2,364 | 2,930 | 3,269 |
| 34 | 1,601 | 1,915 | 2,425 | 3,007 | 3,346 |

**(b) Senior Officers**

| *Number of years reckonable service over age 21* | *Rear Admiral: Major General* | *Vice Admiral: Lieutenant-General R.M.* | *Admiral: General R.M.* | *Admiral of the Fleet (Half-pay)* |
|---|---|---|---|---|
| | £ *a year* | £ *a year* | £ *a year* | £ *a year* |
| 24 | 3,271 | | | |
| 25 | 3,368 | | | |
| 26 | 3,465 | | | |
| 27 | 3,563 | 4,377 | | |
| 28 | 3,660 | 4,496 | | |
| 29 | 3,757 | 4,616 | | |
| 30 | 3,854 | 4,735 | 6,278 | |
| 31 | 3,951 | 4,855 | 6,436 | |
| 32 | 4,049 | 4,974 | 6,595 | |
| 33 | 4,146 | 5,094 | 6,775 | |
| 34 | 4,243 | 5,213 | 7,010 | 7,875 |

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**(c) Chaplains**

| *Number of years reckonable service over age 21* | *Chaplain* | *Principal Chaplain* | *Chaplain of the Fleet* |
|---|---|---|---|
| *£ a year* | *£ a year* | *£ a year* | *£ a year* |
| 16 | 1,055 | 1,187 | |
| 17 | 1,151 | 1,282 | |
| 18 | 1,246 | 1,376 | |
| 19 | 1,342 | 1,471 | |
| 20 | 1,437 | 1,566 | |
| 21 | 1,533 | 1,660 | |
| 22 | 1,628 | 1,755 | 2,426 |
| 23 | 1,724 | 1,850 | 2,521 |
| 24 | 1,819 | 1,944 | 2,617 |
| 25 | 1,915 | 2,039 | 2,712 |
| 26 | 2,010 | 2,134 | 2,807 |
| 27 | 2,106 | 2,228 | 2,903 |
| 28 | 2,201 | 2,323 | 2,998 |
| 29 | 2,297 | 2,418 | 3,093 |
| 30 | 2,392 | 2,512 | 3,189 |
| 31 | 2,488 | 2,607 | 3,284 |
| 32 | 2,583 | 2,702 | 3,379 |
| 33 | 2,679 | 2,796 | 3,475 |
| 34 | 2,774 | 2,891 | 3,570 |

**(d) Officers of the Women's Services**

| *Number of years reckonable service over age 21* | *2nd Officer W.R.N.S.: Nursing/ Senior Nursing Sister Q.A.R.N.N.S.* | *1st Officer W.R.N.S.: Superintending Sister/Matron* | *Chief Officer W.R.N.S.: Principal Matron Q.A.R.N.N.S.* | *Superintendent W.R.N.S. less than 6 years' service in in the rank)* | *Commandant Superintendent W.R.N.S. (after 6 years' service in the rank) Matron-in-Chief Q.A.R.N.N.S.* |
|---|---|---|---|---|---|
| | *£ a year* | *£ a year* | *£ a year* | *£ a year* | *£ a year* |
| 16 | 821 | 950 | 1,186 | | |
| 17 | 855 | 993 | 1,242 | | |
| 18 | 890 | 1,036 | 1,297 | 1,595 | |
| 19 | 924 | 1,078 | 1,353 | 1,665 | |
| 20 | 959 | 1,121 | 1,408 | 1,734 | |
| 21 | 993 | 1,165 | 1,463 | 1,804 | |
| 22 | 1,028 | 1,208 | 1,518 | 1,873 | 2,183 |
| 23 | 1,062 | 1,250 | 1,574 | 1,942 | 2,253 |
| 24 | 1,096 | 1,293 | 1,629 | 2,012 | 2,321 |
| 25 | 1,131 | 1,337 | 1,685 | 2,082 | 2,390 |
| 26 | 1,166 | 1,380 | 1,740 | 2,151 | 2,460 |
| 27 | 1,200 | 1,423 | 1,796 | 2,220 | 2,528 |
| 28 | 1,234 | 1,465 | 1,850 | 2,290 | 2,597 |
| 29 | 1,269 | 1,508 | 1,906 | 2,359 | 2,667 |
| 30 | 1,303 | 1,552 | 1,961 | 2,428 | 2,735 |
| 31 | 1,337 | 1,595 | 2,017 | 2,498 | 2,804 |
| 32 | 1,372 | 1,637 | 2,072 | 2,568 | 2,874 |
| 33 | 1,407 | 1,680 | 2,128 | 2,637 | 2,942 |
| 34 | 1,441 | 1,724 | 2,183 | 2,706 | 3,011 |

*Interpolation*

5. When an officer's reckonable service exceeds a given number of years (up to and including 33 years), his retired pay will be increased for each further days' service by 1/365 of the difference between the rate for the number of years completed and the rate which would have been awarded had a further complete year been served.

*Late entrants*

6. (*a*) If an officer was appointed to a permanent commission before 1st April, 1960, at an age later than that of the normal entrant and, in consequence of his late entry, has not completed sixteen years' reckonable service at the time of compulsory retirement for age or non-employment, as provided in this Section, retired pay may nevertheless be granted at the discretion of the Ministry of Defence provided he has completed at least 15 years' qualifying service.

(*b*) Retired pay will be awarded at the rate appropriate to 16 years' reckonable service with one deduction at the appropriate rate shown below for each year, and proportionately by days of a year, by which his reckonable service is less than 16 years:—

| | *£ a year* |
|---|---|
| Lieutenant .. .. .. | 38 |
| Lieutenant-Commander .. | 54 |
| Commander .. .. .. | 66 |

*Voluntary Retirement.*

7. An Officer with at least 16 years' reckonable service, i.e. full pay service from age 21 as defined in paragraph 31 (*a*) below, who retires at his own request on or after reaching the age of 40 years and before reaching the age of 50 years may be granted retired pay at the rates set out in paragraphs 4 and 5 abated by 7½ per cent. At other ages the retired pay will be as indicated in paragraphs 4 and 5. An officer who has not served for at least

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five years after the grant of his permanent or pensionable commission will not be eligible for retired pay on voluntary retirement, but may be awarded any service pension or gratuity for which he may be eligible by virtue of rating's service. Officers contemplating voluntary retirement who are in doubt about their eligibility (for example, because service has not been continuous) may obtain a forecast of their non-effective benefit settlement on application in writing direct to:—

Director General of Defence Accounts,
Ministry of Defence,
Pay and Pensions Division 3 R/P,
H.M.S. Centurion,
Grange Road,
Gosport,
Hampshire,
PO 13 9XA

*Invaliding*

8. (*a*) An Officer with at least 16 years' reckonable service will, on invaliding, be granted retired pay at the rate set out in paragraphs 4 and 5.

(*b*) An officer invalided with less than 16 years' reckonable service, but with at least 10 years' qualifying service, will be eligible for an award of retired pay calculated as the proportion of the appropriate 16-year rate which his reckonable service bears to 16 years.

*Retirement for Incapacity, Unsuitability or Inefficiency*

9. (*a*) *Not within an officer's control.*—An officer who is retired for incapacity, unsuitability, or for inefficiency, not due to causes within his own control, and having at least 16 years' reckonable service, may be granted retired pay as for a compulsory retirement on account of non-employment.

(*b*) *Within an officer's control.*—An officer who is retired for incapacity, unsuitability or inefficiency due to causes within his own control, but not amounting to misconduct, and having at least 16 years' reckonable service, may be granted an award of retired pay at such rate as the Ministry of Defence may determine, but not in any event exceeding the rate which would have been admissible had he retired voluntarily.

*Retirement, etc. for misconduct*

10. (*a*) An officer who is retired for misconduct with at least 16 years' reckonable service, may be granted retired pay at such rate as the Ministry of Defence may determine, but not in any event exceeding 90 per cent of the rate of retired pay which would have been admissible had he retired at his own request.

(*b*) *Dismissal, etc.*—An officer with at least 16 years' reckonable service who is dismissed the Service or dismissed with disgrace by sentence of Court Martial or whose name has been removed from the List of Officers or who has been allowed to resign his commission to avoid trial by Court Martial, may be granted a compassionate allowance at Ministry of Defence discretion, but not in any event exceeding 90 per cent of the rate of retired pay which would have been admissible had he retired at his own request.

11. The Ministry of Defence may, in the exercise of their discretion under sub-paragraph 9(*b*) and paragraph 10, grant a gratuity, or compassionate gratuity, in place of retired pay or compassionate allowance.

*Special rules relating to officers promoted from the lower deck.*

12. An officer promoted to a permanent commission while serving on a normal regular engagement may, on retirement be granted either:

(*a*) Retired pay under the conditions set out in this Section ; or

(*b*) Retired pay under the current rules for the award of ratings' pension; whichever is more to his advantage.

## SECTION II
## TERMINAL GRANTS IN ADDITION TO SERVICE RETIRED PAY

13. Any officer retired from the active list on or after 1st April, 1972, and awarded retired pay under Section I may be awarded a terminal grant, in addition to his retired pay, under the following conditions:—

(*a*) The standard rate of grant will be three times the annual amount of the retired pay awarded.

(*b*) Except as provided in paragraph 48, an officer can qualify only once for a grant.

(*c*) The grant will be free of income tax.

14. A terminal grant under paragraph 13 shall not be admissible in the case of an officer to whom sub-paragraph 10(*b*) applies, but a tax-free compassionate grant not exceeding three times the annual amount of the compassionate allowance may be awarded at the discretion of the Ministry of Defence.

15. In the event of eligibility for full pay continuing after formal retirement, payment of terminal grant will not be made before the day following that in respect of which full pay was last payable.

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## SECTION III

## SERVICE GRATUITIES FOR PERMANENT OFFICERS (OTHER THAN OFFICERS ON THE SPECIAL DUTIES LIST) AND FOR OFFICERS HOLDING PENSIONABLE COMMISSIONS ON THE SUPPLEMENTARY LIST

16. Permanent and pensionable officers other than those on the Special Duties List may, on retirement on or after 1st April,1972, if ineligible for service retired pay, be granted a tax-free gratuity as follows (rates for women officers appear in parenthesis):—

(*a*) On compulsory retirement for age or non-employment or on retirement at own request, with at least 10 years' qualifying service:—

| | £ |
|---|---|
| For the first 10 years' qualifying service .. .. .. .. | 2,025 (1823) |
| For each further year's qualifying service, an addition of .. | 405 (365) |

An officer who has not served for at least five years after the grant of his permanent or pensionable commission will not be eligible for a gratuity on voluntary retirement, but may, if he had previous rating experience, be awarded any gratuity for which he may be eligible under the conditions relating to the award of gratuities to ratings.

(*b*) On invaliding with less than the ten years' service required to qualify for retired pay, a gratuity at the rate of £340 (306) for each complete year of qualifying service.

(*c*) If retired on account of incapacity, unsuitability or inefficiency not due to causes within his control:—

(1) If with 10 or more years' qualifying service, a gratuity at the discretion of the Ministry of Defence not exceeding the amount which would have been admissible under sub-paragraph (*a*) above;

(2) If with less than 10 but not less than two years' qualifying service, a gratuity at the discretion of the Ministry of Defence, not exceeding £165 (149) for the first two years' qualifying service with additions at the rate of £165 (149) for each additional complete year of qualifying service.

(*d*) If retired for incapacity, unsuitability or inefficiency or other cause within his own control, but not amounting to misconduct, with at least 10 years' qualifying service, a gratuity of such amount as the Ministry of Defence may determine, but not in any event exceeding the amount which would have been admissible under sub-paragraph (*a*) above had the officer retired at his own request.

(*e*) If retired for misconduct, or on termination of commission for any of the reasons set out in sub-paragraph 10(*b*), with at least 10 years' qualifying service, a gratuity, or a compassionate gratuity, if the Ministry of Defence so decide and of such amount as they may determine, but not in any event exceeding 90 per cent of the award which would have been admissible had the officer retired at his own request.

*Special Duties List (SD) Officers*

17. On retirement on or after 1st April, 1972, with insufficient service to qualify for retired pay, officers on the Special Duties List may be granted a gratuity as follows, subject to the completion of a minimum period of twelve years' actual service from age 18:—

(*a*) If permitted to retire at their own request, a gratuity on the following scale:—

(1) *Rating Service*

| | |
|---|---|
| For each year of qualifying service in excess of five years up to ten years .. .. .. | £22 |
| For each year of qualifying service in excess of ten years up to 14 years .. .. .. | £57 |
| For each year of qualifying service in excess of 14 years up to 17 years .. .. .. | £79 |
| For each year of qualifying service in excess of 17 years .. .. .. .. .. .. | £91 |

(2) *Officer Service*

| | |
|---|---|
| For each year of qualifying service as Commissioned Officer (Branch List), R.N. or R.M., or Sub-Lieutenant (S.D.), R.N., or Second Lieutenant (S.D.), R.M. .. .. .. .. | £170 |
| For each year of qualifying service as Senior Commissioned Officer (Branch List), R.N. or R.M., or Lieutenant (S.D.), R.N. or R.M., or above .. .. .. .. .. .. .. | £310 |

(*b*) If retired on account of incapacity, unsuitability or inefficiency not due to causes within his own control, a gratuity as in sub-paragraph (*a*) above.

(*c*) If retired for incapacity, unsuitability or inefficiency or other cause within his own control, but not amounting to misconduct, a gratuity of such amount as the Ministry of Defence may determine but not in any event exceeding the amount which would have been admissible under sub-paragraph (*a*) above had the officer retired at his own request.

18. An Officer with sufficient service to qualify for an award of retired pay, or for an award of pension on ratings' scales (with special increments for service as officer), will not be eligible for an alternative award of gratuity on the foregoing scale.

19. If retired for misconduct, or on termination of commission for any of the reasons set out in paragraph 10 (*b*) of Section I, with at least twelve years' actual service from age 18, a gratuity or a compassionate gratuity may be allowed at the discretion of the Ministry of Defence, but not in any event exceeding 90 per cent of the award which would have been admissible under paragraph 17(a), had the officer retired voluntarily.

20. Any officer who has served on a rating's engagement, conferring eligibility for a rating's gratuity on completing at least ten years' service after age 18, will have a reserved right to an award under paragraphs 17 and 19, on completion of ten years' such service instead of twelve years'.

21. If invalided with less than ten years' qualifying service a gratuity at the rate of £285 for each complete year of qualifying service may be granted.

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## SECTION IV
## RANK AND SERVICE

*Rank for Retired Pay Purposes*

22. Subject to the following paragraphs, the rank for retired pay purposes shall be the substantive rank held by the officer on his retirement, provided that, unless the officer is invalided, the rank had been held on the active list for the following minimum period:—

(1) Admiral; General, Royal Marines .. .. .. .. .. .. .. .. .. 1 year
(2) All other officers .. .. .. .. .. .. .. .. .. .. .. 2 years

If the substantive rank has been held for less than the period specified, the rank for retired pay purposes shall be the highest substantive rank which (with periods spent in higher substantive rank) satisfies the condition. On invaliding, the rank for retired pay purposes shall be the substantive rank held by the officer on his retirement.

23. Service as Acting Captain, Royal Navy, may be reckoned towards the requirement of six years' service as Captain irrespective of the date of substantive promotion.

*Additions to Retired Pay for Service in Paid Acting Rank*

24. Subject to the general conditions in paragraph 25 below, paid acting and temporary rank held by officers of the Royal Navy, Royal Marines and Women's Royal Naval Service and members of Queen Alexandra's Royal Naval Nursing Service may reckon for increase of retired pay as follows:—

(*a*) For each complete year (subject to a maximum of three) for which the paid acting or temporary rank was held, there may be added one-third of the difference between the retired pay for which the officer is eligible and the retired pay for which he would have been eligible had his rank for retired pay been one rank above his substantive rank.

(*b*) Where an officer has failed to complete two years in a substantive rank required to qualify him for the retired pay of the rank, such service may reckon for retired pay as if it had been acting or temporary rank.

(*c*) Parts of a year in acting or temporary rank will be calculated proportionately, provided the acting or temporary rank has been held for a minimum period of 1 year.

*General Conditions*

25. (1) Only paid acting or temporary rank held on or after 3rd September, 1939 will count.
(2) In no case shall service in an acting or temporary rank earn a rate of retired pay higher than would have been earned if the acting or temporary rank had been substantive.
(3) The "complete years" referred to in sub-paragraph 24(*a*) need not be continuous in time but may be made up of broken periods.

26. The Ministry of Defence may fix a date after which periods in acting or temporary rank will no longer be reckoned for additions to retired pay.

*Definitions of Service*

27. The following periods may be included in assessing qualifying and reckonable service for the purpose of the foregoing paragraphs:—

(*a*) Subject to paragraph 30, full pay service (including mobilised or embodied service or full paid service for the purpose of training) as an officer, rating, or other rank of the Royal Navy, the Royal Marines, the Army or the Royal Air Force, or of the Auxiliary and Reserve Forces, and of the former Armed Forces of India or Burma, or of the Armed Forces of the Commonwealth or a Colony, provided, where appropriate that such service would be reckonable as qualifying service under Army or Royal Air Force regulations; except broken periods each of less than six months' duration.

(*b*) While a permanent regular officer, periods in appointments not remunerated from Navy Votes which the Ministry of Defence consider can reasonably be regarded as part of an officer's career as such. They shall be appointments to which the officer brings his naval knowledge and from which he acquires additional experience and which have been officially offered to him as part of his naval service.

(*c*) Periods on unemployed pay, or on half pay not following the sentence of a Court Martial, will reckon as service in full up to a maximum of six months in any one period or two years in all. Service in excess of these limits will reckon as a third, subject to a minimum of six years such service reckoning as two years. Any period on half pay following a sentence of Court Martial will reckon as a third.

28. Loss of seniority or time forfeited by sentence of Court Martial or Disciplinary Court will not involve oss of service for retired pay or gratuity.

29. Service preceding a five-year interval in service shall not be included unless specially allowed by the Ministry of Defence, and eligibility to reckon such previous service will normally be determined at the time of resumption of service. Where, during a break in service the officer has been a member of the Royal Naval Reserve, the Royal Naval Volunteer Reserve, or other reserve of any of the Forces, undertaking or liable for periodical training, the period of such membership will not be considered an interval in service for the purpose of deciding whether the previous service is admissible.

*Previous service for which a non-effective award has been received*

30. (*a*) In the case of previous service in respect of which the officer received a service gratuity, or in any case of previous service other than in the Royal Navy, the Royal Marines, the Army, or the Royal Air Force, it may be stipulated as a condition for allowing such service to reckon for retired pay, that the officer shall make a payment to Naval Funds, either in a lump sum or otherwise. In default of such payment as may have been stipulated, the previous service will not be allowed.
(*b*) If an officer has continued to draw concurrently with full pay the retired pay or other analogous award payable in respect of previous service, the further service will normally not confer eligibility for improved benefits on final termination of employment.

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31. *Counting of service*
(*a*) *Reckonable Service.* All service as defined above from the age of 21 will count in full as reckonable service.

(*b*) *Qualifying Service.* All service as defined above from the age of 18 will count in full as qualifying service.

*Effect of National Retirement Pensions on Retired Pay*
32. Officers who (*a*) enter the Royal Navy on or after the 1st July, 1949 (except Dartmouth Cadets who, although not actually in the Service on the 1st July, 1949, nevertheless had at that date had an undertaking given on their behalf that they would make the Royal Navy their career) and (*b*) re-enter on or after the 1st July, 1949, after a break in service, except those who re-enter within 12 months of being invalided or those who have already been granted service retired pay before re-entry, will have a deduction made from their service retired pay at the rate of £0·017 a week for each year of reckonable service, subject to a maximum of £0·80 a week; which will take effect from the date on which an Officer attains the age of 65 and becomes entitled to a National Insurance Retirement Pension. No adjustment of service retired pay will, however, be made in the case of Officers living permanently outside the United Kingdom and not in receipt of National Insurance Retirement Pensions or a corresponding award payable under reciprocal arrangements with the country of domicile.

## SECTION V

## GRATUITIES TO SHORT SERVICE OFFICERS AND OFFICERS ON THE SUPPLEMENTARY LIST OTHER THAN THOSE GRANTED PERMANENT OR PENSIONABLE COMMISSIONS

*Supplementary List Aircrew*
33. (*a*) Supplementary List Aircrew officers may, on satisfactory completion of 12 years' service on the Active List on or after 31st March, 1972, be granted a gratuity of £5,000, unless they have received the Aircrew Special Bounty as provided for in Order in Council of 29th October, 1965, when they may be granted a gratuity of £4,000. Extension of service beyond 12 years will qualify for an addition at the rate of £500 a year.

(*b*) Those who leave on completion of 8 years' service on or after 1st April, 1972 will be eligible for a gratuity of £2,580. Helicopter pilots leaving after completion of 5 years' service on or after 1st April, 1972 will be eligible for a gratuity of £1,525.

(*c*) Supplementary List Aircrew serving on pensionable commissions to age 38, who leave at their optional breakpoints, will be eligible for gratuities calculated in accordance with sub-paragraphs (*a*) and (*b*) above. If they leave at any time other than at their optional breakpoints, any award of retired pay or gratuity will be assessed in accordance with the provisions of Sections I to III.

*Supplementary List Electrical Officers*
34. (*a*) Supplementary List Electrical Officers entered on or after 6th February, 1964 who hold a degree, or degree equivalent, in electrical engineering (or in science with suitable engineering subjects), or are Graduate Members of the Institution of Electrical Engineers or the Institution of Electronic and Radio Engineers, or who hold qualifications which approximate to, or which exempt them from Parts I and II of the Institute of Electrical Engineers examination, may, on satisfactory completion of 10 years' service on the Active List, be awarded a gratuity of £3,500. Those who leave on completion of 5 years' service will be eligible for a gratuity of £1,525.

(*b*) Electrical officers entered before 6th February, 1964 and retiring on or after 1st April, 1972 will be eligible for a gratuity at the rate of £305 a year, except that officers holding the qualifications laid down in (*a*) above who on 6th February, 1964 completed less than 5 years' service will be eligible for a gratuity of £3,500 on completion of 10 years' service.

*Medical and Dental Officers*
35. An officer entering the Medical or Dental Branches of the Royal Navy on a short service commission of 3 or 5 years' duration on or after 1st May, 1961, may, if the full period of Active List service he has undertaken is satisfactorily completed, be awarded a gratuity calculated at the rate of £500 for each of the first three years of service and at the rate of £750 a year thereafter. An officer entered on a 3-year commission who has applied before 1st September, 1963 to extend his service by 2 years will be eligible for a gratuity of £3,000. Those applying for such extensions on or after 1st September, 1963, irrespective of whether their original 3-year commission began before or after that date, will be eligible only for a gratuity of £2,500 on completion of 5 years' service. An officer entered on a three-year commission who could, by a two-year extension of service, qualify for a gratuity of either £3,000 or £2,500 may, if his further service beyond three years falls short of two years, be awarded an addition to his gratuity at the rate of £300 a year in respect of his further service. Officers permitted to extend their service beyond 5 years, and whose extension of service begins on or after 1st April, 1968, will be eligible for an addition calculated at the rate of £400 a year for service in excess of 5 years. Otherwise the addition for further service beyond five years will be calculated at the rate of £300 a year.

*Ex-Medical and Dental Cadets.*
36. An officer appointed to a short service commission in the Medical or Dental Branches of the Royal Navy whose professional training has been completed with assistance from Navy Department funds under a scheme for the entry of student doctors and student dentists may, on satisfactory completion of Active List service subsequent to full registration, be granted a gratuity calculated as follows:

(i) in respect of service on the Active List completed after full registration as set out in paragraph 35 above; with an addition
(ii) in respect of the period under training prior to full registration, including, in the case of Medical Officers, the period between provisional and full registration: at the rate of £200 a year; abated by
(iii) a sum representing the net amount expended from Navy Department funds on tuition and maintenance during the period under training prior to full registration, or, in the case of Medical Officers, the period under training prior to provisional registration: at the rate of £800 a year for each complete year and proportionately for any part of a year remaining.

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37. Women Medical and Dental Officers leaving on marriage or for compassionate reasons where the Secretary of State for Defence is satisfied that such reasons necessitate retirement may be awarded a gratuity proportionate to the length of Active List service actually completed.

*Gratuities in respect of other Short Service Commissions*

38 An officer holding a Short Service Commission or a Commission on the Supplementary List in the Royal Navy under terms which provide for a payment of gratuity may, on satisfactory completion on or after 31st March, 1972 of the service, including any extension of service he has undertaken, be granted a gratuity at the following annual rates:—

(*a*) Air Traffic Control Officers .. .. .. .. .. .. .. .. .. .. .. £305
(except that service below the rank of Acting Sub-Lieutenant will reckon only at the rate of £215 a year).

(*b*) Other Officers .. .. .. .. .. .. .. .. .. .. .. .. .. £305

*General Conditions attaching to the award of Short Service Gratuities*

39. Should an Officer fail to complete the full period of Active List service which he has undertaken, an award may nevertheless be made as follows:—

(*a*) If his service is terminated on account of disability not due to causes within his own control, he will be granted a gratuity proportionate to the length of Active List service he has actually completed.

(*b*) If his service is terminated for non-employment, or for incapacity, unsuitability or inefficiency not due to causes within his own control, or if he is permitted voluntarily to terminate his service within six months of the completion of the full period of Active List service he has undertaken, he may be awarded either a gratuity proportionate to the length of Active List service he has actually completed or a reduced gratuity at such rate as the Secretary of State for Defence may determine.

(*c*) If he is permitted voluntarily to terminate his service more than six months before the conclusion of the period he has undertaken, no gratuity will be payable to a Pilot or an Observer unless he has completed at least eighteen months' satisfactory service and is in possession of the flying badge, nor to an officer of any other Branch unless he has completed at least one year's satisfactory service. Thereafter he may be allowed, at the discretion of the Secretary of State for Defence, such gratuity as may be determined, but not in any event exceeding three-quarters of the amount proportionate to the length of his actual service on the Active List.

(*d*) If his service is terminated owing to disability due to causes within his own control or to inefficiency or other cause within his own control but not amounting to misconduct, he may be allowed, at the discretion of the Secretary of State for Defence, such gratuity as may be determined but not in any event exceeding the amount which would have been admissible had he been allowed to terminate his service voluntarily.

(*e*) If his service is terminated on account of misconduct, the special payment of a compassionate gratuity shall be within the discretion of the Secretary of State for Defence according to the circumstances of his case, but the award will not in any event exceed 90 per cent of the gratuity which would have been admissible had he left voluntarily.

(*f*) In the case of aircrew officers other than helicopter pilots, proportionate gratuity will be calculated as follows:—

(i) For service short of 8 years:
For the first 18 months' service at the rate of £225 a year; For service beyond the first 18 months: at the rate of £340 a year;
Subject to a maximum of £2,580

(ii) For service between 8 and 12 years:
£2,580 in respect of the first 8 years and at the rate of £605 a year for the remaining period, subject to a maximum of £5,000.

(*g*) In the case of helicopter pilots, proportionate gratuity will be calculated as follows:—

(i) For service short of 8 years: at the rate of £305 a year;

(ii) For service between 8 and 12 years; £2,580 in respect of the first 8 years and at the rate of £605 a year for the remaining period.

(*h*) In the case of professionally qualified Electrical Officers, proportionate gratuity will be calculated as follows:—

At the rate of £305 a year for the first 5 years and at £395 a year in respect of service between 5 and 10 years.

40. No part of a short service gratuity will be payable to the officer's estate or otherwise in the event of his death before completion of the period of Active List service he had undertaken.

41. If an officer serving on a short service commission continues on full pay beyond the period of Active List service which he had undertaken, payment of the gratuity will be deferred until the end of such further service.

42. A Short service commission officer who was transferred to that commission from a pensionable commission solely because of failure to complete training due to causes outside his control including medical unfitness may, in addition to the gratuity in respect of his short service, be awarded on final satisfactory completion of service a gratuity at the rate provided for in Section III 16c(2).

43. A short service commission officer who is granted a permanent commission will not be eligible for any gratuity in respect of his service on a short service commission, but his service on that commission may count towards an ultimate award of retired pay or gratuity as a permanent officer. If, after receipt of a gratuity in respect of short service, an officer is granted a permanent commission, his previous service will not be reckonable towards an ultimate award of retired pay or gratuity as a permanent officer, unless satisfactory arrangements are made for the refund of the short service gratuity.

44. Service on a short service commission in the medical, dental or education branches of the Royal Navy may in certain circumstances, be treated as contributory service under the National Health Service (Superannuation) Regulations or under the Teachers' (Superannuation) Act, as appropriate. Where service is so treated, both the employer's and the officer's contributions will be advanced by the Ministry of Defence, and the total amount so advanced will be deducted from the gratuity for which the officer is eligible under the provisions of this Section. When contributions have been so advanced but, as a result of being transferred to a permanent or pensionable commission, the officer does not qualify for a gratuity under this Section, no refund of the employer's contributions will be required from the officer, but in order that his previous service may be reckonable towards an ultimate award of retired pay or gratuity as a permanent officer, he will be required to refund the employee's contributions advanced on his behalf by the Ministry of Defence. Service which counts for service retired pay or gratuity may not also count as reckonable service for purposes of pension under the appropriate civil superannuation scheme.

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## SECTION VI

## RETIRED PAY, GRATUITIES AND SPECIAL COMPENSATION FOR OFFICERS RETIRED UNDER REDUNDANCY SCHEMES

*Officers holding permanent or 16-year Pensionable Commissions in the Royal Navy or Royal Marines who have given at least ten years' qualifying service*

45. Officers in this category will be eligible on redundancy for retired pay, terminal grant and a tax-free special capital payment assessed as follows:—

(*a*) *Retired Pay and Terminal Grant*—A redundant officer serving on a permanent or pensionable commission will, provided he has given at least 10 years' qualifying service, be eligible for retired pay assessed as though he had been invalided. (The current rates can be seen by reference to paragraph 4 for those with 16 years' or more reckonable service and paragraph 8(*b*) for those with under 16 years' reckonable service. Terminal grant will be three times the annual rate of retired pay so awarded).

(*b*) *Special Capital Payment.*—The amount of special capital payment for a redundant officer serving on a permanent or pensionable commission with at least 10 years' qualifying service will start at 12 months' basic pay for 10 years' service, rising to a plateau of 21 months' pay for 13 or more years' service but with 5 or more years of uncompleted service to go to normal retiring age and thereafter decreasing as the uncompleted service falls short of 5 years. Basic pay will be the daily rate, excluding all forms of additional pay and allowances, in issue for the paid rank held on conclusion of the last active appointment before retirement or in issue on the last day of full-pay service, whichever is the greater. A month's pay will be calculated by multiplying the daily rate by 365 and dividing by 12. The scales of capital payments are set out in the two following tables:—

TABLE 1

*Officers with 10 years' or more but less than 13 years' qualifying service*

| *Years of qualifying service* | *Special capital payment months' basic pay* |
|---|---|
| 10 | 12 |
| 11 | 15 |
| 12 | 18 |

TABLE 2

*Officers with at least 13 years' qualifying service*

| *Uncompleted portion of career to normal* | *Special capital payment months' basic pay* |
|---|---|
| 5 or more years | 21 |
| 4 years | 18 |
| 3 years | 13 |
| 2 years | 9 |
| 1 year | 4 |
| None | None |

*Note.*—The payments shown in the tables above are for whole years of service or uncompleted service, as the case may be. Where the period of service completed or remaining uncompleted is not a whole year or a whole number of years, an adjustment will be made, in respect of each further calendar month of completed or uncompleted service, of one-twelfth of the difference between the payment for the whole year or years of completed or uncompleted service and the payment for the next higher whole year or years appearing in the tables. Where an officer on a 16-year pensionable commission has given more than 12 years' qualifying service but less than 13 years, the payment for the next whole year will be determined by reference to the length of uncompleted service as per Table 2.

*Officers holding permanent or 16-year pensionable commissions in the Royal Navy or Royal Marines who have given less than ten years' qualifying service*

46. Officers in this category will be eligible on redundancy for a tax-free service gratuity in respect of their completed service plus a tax-free special capital payment of up to a maximum of 20 and 11/12ths months' pay assessed as follows:—

(*a*) *Service Gratuity.*—An officer serving on a permanent or pensionable commission made redundant with less than 10 years' qualifying service will be eligible for a gratuity at the rate of one tenth of the gratuity payable to a pensionable officer on compulsory or voluntary retirement with 10 years' qualifying service for each complete year of qualifying service.

(*b*) *Special Capital Payment.*—The rate of the special capital payment for redundant pensionable officers with less than 10 years' qualifying service will be as provided for in Table 3 below. Basic pay and a month's pay will be as defined in paragraph 45 (*b*) above.

TABLE 3

*Officers with less than 10 years' qualifying service*

| *Years of qualifying service* | *Special capital payment months of basic pay* |
|---|---|
| 1 | 3 |
| 2 | 5 |
| 3 | 8 |
| 4 | 10 |
| 5 | 12 |
| 6 | 14 |
| 7 | 16 |
| 8 | 18 |
| 9 | 20 |

*Note.*—The payments shown in the table above are for complete years of service. In addition, each further calendar month of service will attract a payment of one-twelfth of the extra compensation for a further complete year, ten years' service being taken as attracting 21 months' basic pay. The service gratuity (sub-paragraph 45(*a*)) will, however, be assessed only on complete years of qualifying service.

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*Officers on Short Service Commissions*

47. Officers in this category will be eligible on redundancy for a proportionate short service gratuity plus a tax-free special capital payment assessed as follows:—

(*a*) *Service Gratuity.*—A redundant short service officer will be eligible for the gratuity that would have been awarded had he been invalided. (Current rates are to be found in Section V.)

(*b*) *Special Capital Payment.*—A redundant short service officer will be eligible for a tax-free special capital payment calculated in accordance with the following formula:—

(1) One month's basic pay for each year of service completed;

or

(2) One month's basic pay for each complete year by which service is fore-shortened, plus one month's basic pay;

whichever is the less.

This formula in the case of a 10-year short service commission produces the following table:—

TABLE 4

*10-year Short Service Commission*

| *Completed years of service* | *Months of basic pay* |
|---|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5 | 5 |
| 6 | 5 |
| 7 | 4 |
| 8 | 3 |
| 9 | 2 |
| 10 | 0 |

*Note.*—Basic pay and a month's pay will be as defined in paragraph 45(*b*) above. For each further calendar month of service, in addition to complete years, an adjustment will be made of one-twelfth of the difference between the payment for the next complete year for purposes of the special capital payment only. The short service gratuity will be calculated in years and days.

## SECTION VII

## RETIRED OFFICERS OF THE ROYAL NAVY AND ROYAL MARINES

*Re-employment in Peace-time*

48. Except as provided in paragraphs 53 and 54, an officer who is on retired pay may, while re-employed for training or on any authorised naval duty for periods not exceeding six consecutive months or aggregating six months or less in any twelve months, continue to draw his retired pay concurrently with any pay to which he is entitled, but payment of retired pay may be suspended when there is doubt about the duration of the period of re-employment. No retired pay will be payable when the period of re-employment exceeds six months, and where the retired officer has commuted any part of the retired pay which would have been liable to suspension had he not commuted, a deduction equivalent to the amount commuted will be made from his pay.

49. An officer whose service retired pay has been suspended under paragraph 48 and who, having been placed on the retired list before 1st April, 1972, is re-employed on or after that date without an actual break in service, will be eligible on reversion to the retired list for awards of retired pay and terminal grant under the provisions in Sections I and II as appropriate for officers retiring on or after 1st April, 1972, assessed on the basis of former service added to re-employed service.

50. An officer whose service retired pay has been suspended under paragraph 48 and who, having had a break in service, is in re-employment on or after 1st April, 1972, may receive on reversion to the retired list an award of retired pay assessed on the basis of former service added to re-employed service as follows:—

(*a*) Under the provisions in Section I as appropriate for officers retiring on or after 1st April, 1972, provided that (i) the period of re-employment is not less than three years, or (ii) the officer is invalided from re-employment, or (iii) he originally retired on or after that date.

(*b*) If the officer originally retired before 1st April, 1972, and the period of re-employment is less than three years and he is not invalided, under the provisions of the retired pay code under which his retired pay was originally assessed.

If, during the period of re-employment, an officer has served in a rank higher than that held before original retirement and has received the pay and allowances appropriate to that rank, this service may be allowed to reckon for assessment of a revised rate of retired pay on a similar basis to that laid down for an Active List officer in paragraphs 24 and 25.

If the officer had originally retired at his own request, re-assessed retired pay under either (*a*) or (*b*) above will be on the basis of voluntary retirement, unless he is invalided from re-employment.

51. An officer whose retired pay has been suspended under paragraph 48 may receive, on reversion to the Retired List on or after 1st April, 1972, terminal grant or additional terminal grant calculated as follows:—

(*a*) If retired pay has been re-assessed under (i) or (ii) of sub-paragraph 50(*a*) above, the award shall be, for each complete year of re-employment service, one-tenth of the difference between three times the annual amount of retired pay awarded on termination of re-employment and the terminal grant (if any) previously awarded.

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(*b*) If retired pay has been re-assessed under paragraph 50(*b*) above, and the officer originally retired before 1st January, 1956, as in sub-paragraph (*a*) above.

(*c*) If retired pay has been re-assessed under (iii) of sub-paragraph 50(*a*) or under sub-paragraph 50(*b*) and the officer originally retired on or after 1st January, 1956, the difference between the terminal grant previously awarded and three times the amount of retired pay awarded on termination of re-employment.

52. An officer who originally retired at his own request with a gratuity only, may receive an additional gratuity of £305 for each completed year of re-employed service.

*Re-employment in Emergency*

53. On recall for service at a time of imminent national danger or of great emergency, or when re-employed with the armed forces on general mobilisation, one-half of the retired pay of a retired officer will remain in issue concurrently with the pay and allowances appropriate to his rank on re-employment. Any portion of the retired pay that has been commuted will be recovered from the retired pay remaining in issue, or, when this is insufficient to meet the liability, from his pay to the extent of the deficiency.

54. For the purpose of applying the provisions of paragraph 53 to a retired officer compulsorily recalled at a time of national emergency when general mobilisation has not been announced, the operative period will be determined by the Ministry in consultation with the Civil Service Department.

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## MEMBERS OF QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE AND OFFICERS OF THE WOMEN'S ROYAL NAVAL SERVICE

(*Note.*—For the general purposes of these regulations, the term "Officer" shall include a member of Queen Alexandra's Royal Naval Nursing Service.)

1. Except as otherwise provided, members of Queen Alexandra's Royal Naval Nursing Service (Q.A.R.N.N.S.) and officers of the Women's Royal Naval Service (W.R.N.S.) holding appointments in the permanent service who retire from the Active List on or after 1st April, 1972, may be granted retired pay or gratuities under the general conditions applicable to officers of the Royal Navy holding permanent regular commissions. The rates will be 87 per cent of the rates for male officers of equivalent rank as indicated below.

| Rank | Equivalent R.N. (General List) rank for retired pay purposes |
|---|---|
| Nursing Sister or<br>Senior Nursing Sister Q.A.R.N.N.S.<br>Second Officer W.R.N.S. | Lieutenant |
| Superintending Sister/Matron Q.A.R.N.N.S.<br>First Officer W.R.N.S. | Lieutenant-Commander |
| Principal Matron Q.A.R.N.N.S.<br>Chief Officer W.R.N.S. | Commander |
| Superintendent W.R.N.S. with less than 6 years' service in the rank | Captain with less than 6 years' service in the rank |
| Matron-in-Chief Q.A.R.N.N.S.<br>Commandant W.R.N.S.<br>Superintendent W.R.N.S. after 6 years' service in the rank | Captain after 6 years' service in the rank |

2. The general conditions in Sections II, III, IV (as amplified in paragraph 7 below), VI and VII, and paragraphs 39 to 44 of Section V of the regulations for male officers will also apply except as provided in paragraphs 3 to 6 following.

3. Retirement on marriage, or for compassionate reasons where the Defence Council or Admiralty Board are satisfied that such reasons necessitate retirement or termination of service, on or after 1st February, 1960 to be treated as compulsory retirement for purposes of awards of retired pay.

*Gratuities for Third Officers W.R.N.S. retired compulsorily.*

4. Third Officers W.R.N.S. who are retired compulsorily for non-employment on completion of seven years' service in the rank will be eligible for a gratuity of £1,925.

*Gratuities for officers on short service engagements*

5. (*a*) *W.R.N.S. Officers.* W.R.N.S. officers granted short service commission and who satisfactorily complete a seven-year commission on or after 31st March, 1972, will be eligible for a gratuity of £1,925. On optional withdrawal, after satisfactorily completing five years' service on a short service commission, they will be eligible for a gratuity of £1,375.

(*b*) *Nursing Sisters.* Nursing sisters entered for short service will, on satisfactorily completing the period of service undertaken, be eligible for a gratuity at the rate of £275 for each year of short service.

*Gratuities for permanent and short service officers leaving on marriage or for compassionate reasons.*

6. (*a*) Permanent officers who have completed at least four years' service as officers and who, being ineligible for retired pay or for gratuities under the provisions of the foregoing paragraphs, are permitted to retire (or, in the case of Q.A.R.N.N.S., are required to terminate their service) on marriage, or for compassionate reasons where the Defence Council or Admiralty Board are satisfied that such reasons necessitate retirement, on or after 1st April, 1972, may be awarded a gratuity of £160·08 for each complete year of qualifying service.

(*b*) Short service officers whose service is terminated on or after 31st March, 1972, for the reasons stated in the preceding sub-paragraph will be eligible for a gratuity at the rate of £275 a year proportionate to the length of service actually completed.

*Definitions of service of Permanent Officers.*

7. Within the limits prescribed in paragraph 31 of the regulations for male officers and except as provided in the modified regulations set out in paragraph 6 above, all full-pay service as a member of the Q.A.R.N.N.S. or Q.A.R.N.N.S. Reserve, or an officer of the W.R.N.S. or service as a rating in the W.R.N.S., may be taken into account in assessing qualifying and reckonable service for the award of retired pay and gratuities as may service that would be treated as qualifying or reckonable service under Army and Royal Air Force regulations.

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## PROCEDURE FOR PLACING OFFICERS ON HALF OR RETIRED PAY

1. The authority for the payment of Half-pay, or Retired Pay, to an Officer entitled thereto is given to the Paymaster-General, without preliminary application on the Officer's part. At the time this authority is issued, the Officer is informed of the award and is provided with a form of application for payment, which should be completed and forwarded to the Paymaster-General, Crawley, Sussex. The appropriate payment forms will then be issued from time to time. Special arrangements are made by the Paymaster-General where Officers propose permanently to reside abroad.

2. All enquiries about the method of payment of retired pay or about income tax deductions should be addressed to the Paymaster-General and not to the Ministry of Defence.

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## RETIRED PAY OF RETIRED OFFICERS OF ROYAL NAVY AND ROYAL MARINES SERVING IN CERTAIN SPECIAL APPOINTMENTS

1. The following special regulations are applicable to the Retired Pay of Officers of the Royal Navy and Royal Marines serving in:—

(*a*) certain posts on the staff of the Hydrographic Department and Directorate of Weapons, Compass (Naval) at the Ministry of Defence.

2. Service in any of the aforesaid appointments before retirement from the R.N. or R.M. will count for increase of retired pay under the ordinary regulations from time to time in force for Officers on the Active Lists of the R.N. and R.M., and increased retired pay under these regulations will accrue only in respect of service rendered in any of the appointments after retirement from the R.N. and R.M.

3. The retired pay of all retired Officers of the R.N. and R.M. serving in any of these appointments will be suspended during such service, and their service will count for increase of retired pay on the scales and subject to the conditions set forth hereunder, subject, however, to the provisos that:—

(*a*) an Officer who has been retired from the Active List of the R.N. or R.M. with a special rate of retired pay higher than that permissible under the ordinary regulations in force at the date of retirement for an Officer of like age, rank and service, shall not on the final cessation of his service in any of the above-mentioned appointments receive retired pay in excess of the greater of the two following sums:—

(1) the retired pay for which he would have been eligible had he on retirement from the Active List of the R.N. or R.M. been awarded the rate of retired pay permissible under the ordinary regulations in force at the date of such retirement for an Officer of like age, rank and service and permitted to count the whole of his subsequent service for increase of retired pay under Rules 5 and 6 hereof, or

(2) the actual rate of retired pay awarded to him on retirement from the Active List without any addition for subsequent service.

(*b*) an Officer of the R.M., who at the date of his retirement from the R.M. had earned retired pay in excess of the maximum at that date permissible in the case of a Lieutenant-Commander, R.N., shall not count his further service for increase of retired pay.

4. All Officers in any of the appointments referred to in these regulations who have not previously been discharged to retired pay at their own request or for some other reason, may be retained on pensionable terms, at the discretion of the Defence Council or Admiralty Board, up to age 65.

5. An Officer who is discharged to retired pay at his own request, or on completion of any period for which he may have been appointed or as unfit for further employment from any cause other than those specified in rule 6, may have the retired pay earned by his service before retirement from the R.N. or R.M. increased by one-sixtieth of the pay and allowances of the appointment held on discharge for each complete year of service after retirement in any of the appointments to which these regulations relate.

6. An Officer who is discharged to retired pay on account of age, or medical unfitness, or abolition of office, or reduction or reorganisation of establishment may have the retired pay earned by his service before retirement from the R.N. or R.M. increased:—

(*a*) if with 10 or more years' service after retirement in any post to which these regulations relate, by one-sixtieth of the pay and allowances of the appointment held on discharge for each complete year of service after retirement;

(*b*) if with less than 10 years' service after retirement in any post to which these regulations relate, by one-fiftieth of the pay and allowances of the appointment held on discharge for each complete year of service after retirement, provided that the total addition shall not exceed ten-sixtieths of such pay and allowances.

7. Officers on the Active List of the R.M. who are appointed to any of the posts to which these regulations relate, shall be seconded from the corps of the R.M. until they reach the rank of Lieutenant-Colonel, when they will become supernumerary. They will be subject to the same rules as regards qualifications for promotion and retirement for age in any rank as other Officers of the R.M.

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8. The widows and children of deceased Officers who have served in any of the appointments to which these rules apply, shall be eligible at the discretion of the Ministry for the award of pensions or other grants under the regulations from time to time in force for Officers of the Royal Navy and Royal Marines except that for the purpose of determining eligibility of any applicant for a pension or other grant, service on the Retired List in an appointment to which these rules apply shall be regarded as equivalent to service on the Active List. In assessing a widow's pension account may be taken of any higher rank attained by the Officer while on the Retired List if thereby the widow would receive a higher rate of pension than would otherwise be the case.

## COMMUTATION OF NAVAL RETIRED PAY

*General*

Officers' service retired pay and the service element of disability retired pay only are commutable under the provisions of the Pensions Commutation Acts, 1871 to 1882, subject to such restrictions as may be imposed. Those eligible for this facility include commissioned, branch and subordinate officers of the Royal Navy and Royal Marines, officers of the Women's Royal Naval Service and members of Queen Alexandra's Royal Naval Nursing Service of the rank of nursing sister and above.

2. Retired pay or pension commuted is finally surrendered, in the same way that the amount received in commutation becomes the absolute property of the officer.

3. No officer will be allowed to commute any portion of his retired pay who:—

(*a*) is holding, or is about to hold, any appointment under the Crown the terms of which involve the suspension of his retired pay; or

(*b*) during time of war, is employed on active service or is eligible for such employment.

4. The Defence Council, or Admiralty Board on their behalf, have full discretionary power to accept or refuse applications. They would, for instance, be likely to be refused in cases of neglect or desertion of family; stoppage of pension by Bankruptcy orders; of persons likely to go abroad and leave their families a burden on the public; and suchlike cases.

5. These rules and the table of rates are liable to be changed without notice.

*Maximum amounts commutable*

6. The amounts stated in the following subparagraphs refer to basic service retired pay only.

(*a*) An officer who retired before 1st April 1969, and whose retired pay is £300 a year or more may commute not more than one half thereof. If his retired pay is less than £300 a year he must leave £150 a year uncommuted (in certain special cases, however, where retired pay is less than £180 a year he may be permitted to commute a sum not exceeding £30 a year provided that the amount remaining uncommuted is not reduced below £120 a year).

(*b*) An officer who retired on or after 1st April 1969, and whose retired pay is £600 a year or more may commute not more than one half thereof. If his retired pay is less than £600 a year he must leave £300 a year uncommuted (in certain special cases, however, where retired pay is less than £360 a year he may be permitted to commute a sum not exceeding £60 a year provided that the amount remaining uncommuted is not reduced below £240 a year).

(*c*) The above provisions as to limit of commutation do not apply to an officer promoted from the ranks to an emergency commission in the 1939/45 war while serving on a normal regular engagement and whose retired pay is less than £225 a year. In this case retired pay up to, but not more than, one third, may be commuted, subject to the proviso that, if the retired pay is less than £90 a year, an amount of £60 a year must be left uncommuted.

*Method of applying*

7. Applications should be made on the prescribed application form, which can be obtained from the Ministry of Defence, Director General of Defence Accounts, Pay and Pensions Division 3R/P HMS Centurion, Grange Road, Gosport, Hampshire, P.O. 13 9XA. An application is deemed to be made on the date on which this form, duly completed, is received at the Ministry of Defence during the hours of public business, but not before the date from which payment of retired pay commences.

8. An officer who has been adjudicated bankrupt or has had a Receiving Order made against him, or is indebted to public funds, must disclose the facts and circumstances at the time of his application.

9. If any applicant for commutation wilfully makes any false declaration in relation thereto he shall be liable to forfeit all claim to his retired pay or the value thereof, and to imprisonment, or fine, or both.

*Procedure following recommendation by the Defence Council or Admiralty Board*

10. If the Defence Council, or Admiralty Board on their behalf, recommends commutation, the officer will be informed, and his letter of application will be forwarded to the Pensions Commutation Board (hereinafter called the Board), 19 Old Jewry, London, E.C.2, from whom he will receive further instructions. The fact that an application has been recommended to the Board must not be taken to imply that it will necessarily be approved.

11. The Board will require the officer to give such information as to his age, health and habits as is usual in the case of persons proposing to insure their lives in insurance companies, and he will be required to submit himself for personal examination by the Medical Officer to the Board in London. Officers living in Scotland (and the English counties of Durham, Northumberland, Cumberland and Westmorland), Northern Ireland or the Republic of Ireland may, if they so desire, and if the Board see fit, be permitted to be examined by the Board's Medical Advisers in Edinburgh, Belfast or Dublin respectively. Officers abroad who desire to be examined abroad may apply to the Board accordingly, stating their reasons for making the request. The decision of the Board will be final.

12. If the applicant fails to give the desired information or to attend for a medical examination within a period of four months (six months if resident outside the United Kingdom or the Republic of Ireland) after the date of his application, such application will be treated as lapsed.

13. If the Civil Service Department are unable to approve commutation, the applicant will be informed accordingly.

14. If the Civil Service Department approve the application, either on standard terms or on the basis of "added years" (see paragraph 21), the applicant will be given notice of the amount which would be payable on commutation. A fee of one per cent on this amount will be charged, provided that such a fee is not less that £2·50 nor more than £20. After receiving the notice referred to above, an opportunity will be given to the applicant to withdraw his application on payment of a fee of £2·50 if he does not

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wish commutation to take place on these terms. The period available to the applicant for the purpose of withdrawing his application is thirty days (42 days in the case of an applicant not resident in the United Kingdom or the Republic of Ireland), beginning with the day on which the Board sent him their notice, or such longer period as the Civil Service Department may allow in exceptional circumstances. If he does wish commutation to take place, he may so inform the Board without waiting for the end of the time allowed for withdrawal, and either notify them that he is desirous of having a cheque sent to him or his Agent or attend personally to collect the cheque. If the applicant does not take either of these steps within the period allowed, commutation will automatically take place on the day following the expiration of the period.

15. An applicant will continue to draw his pension until it is commuted, that is, down to whichever of the following dates is applicable in his case: the day on which a cheque is posted to him or his Agent, the day on which he collects a cheque, or the day on which commutation takes place automatically as described above.

16. It should be appreciated that if an applicant dies before the pension he has applied to commute ceases under the terms of the preceding paragraph, the pension will have expired and no capital sum will then be payable in commutation of it.

*Effects of commutation*

17. If an officer who has commuted a part of his retired pay is re-employed, the amount commuted will be deducted from his full pay during the period of his re-employment.

18. Officers are reminded that, under existing Pensions Increase Schemes, increases are not admissible on any part of retired pay that has been commuted, unless the commutation (i.e. the actual award of the capital sum) took place after the scheme came into operation.

19. The claim of an officer to be awarded a Naval Compassionate Pension or a Greenwich Hospital Pension will not be affected by his having commuted.

20. The widows and children of officers who commute will be granted pensions according to the normal rules provided that the widows were married, and the children were born, before the date of commutation and that they are otherwise eligible. Where marriage took place after commutation (but prior to reassessment of retired pay) widows' and children's pensions may be reduced in proportion to the decrease in retired pay resulting from commutation.

*Commutation rates*

21. The table for determining commutation rates is at present as follows, subject to an addition of years of age in the case of impaired lives:—

| Age next birthday | Commutation rate | Capital Sum for each £100 of pension | Age next birthday | Commutation Rate | Capital Sum for each £100 of Pension |
|---|---|---|---|---|---|
| | | £ | | | £ |
| 30 | 12·04 | 1,204 | 60 | 8·85 | 885 |
| 31 | 12·01 | 1,201 | 61 | 8·66 | 866 |
| 32 | 11·97 | 1,197 | 62 | 8·47 | 847 |
| 33 | 11·93 | 1,193 | 63 | 8·27 | 827 |
| 34 | 11·89 | 1,189 | 64 | 8·08 | 808 |
| 35 | 11·84 | 1,184 | 65 | 7·89 | 789 |
| 36 | 11·79 | 1,179 | 66 | 7·70 | 770 |
| 37 | 11·74 | 1,174 | 67 | 7·50 | 750 |
| 38 | 11·68 | 1,168 | 68 | 7·31 | 731 |
| 39 | 11·62 | 1,162 | 69 | 7·11 | 711 |
| 40 | 11·55 | 1,155 | 70 | 6·92 | 692 |
| 41 | 11·47 | 1,147 | 71 | 6·72 | 672 |
| 42 | 11·39 | 1,139 | 72 | 6·53 | 653 |
| 43 | 11·30 | 1,130 | 73 | 6·34 | 634 |
| 44 | 11·21 | 1,121 | 74 | 6·15 | 615 |
| 45 | 11·11 | 1,111 | 75 | 5·96 | 596 |
| 46 | 11·00 | 1,100 | 76 | 5·78 | 578 |
| 47 | 10·89 | 1,089 | 77 | 5·60 | 560 |
| 48 | 10·77 | 1,077 | 78 | 5·42 | 542 |
| 49 | 10·65 | 1,065 | 79 | 5·24 | 524 |
| 50 | 10·52 | 1,052 | 80 | 5·05 | 505 |
| 51 | 10·38 | 1,038 | 81 | 4·85 | 485 |
| 52 | 10·24 | 1,024 | 82 | 4·64 | 464 |
| 53 | 10·09 | 1,009 | 83 | 4·42 | 442 |
| 54 | 9·93 | 993 | 84 | 4·19 | 419 |
| 55 | 9·76 | 976 | 85 | 3·95 | 395 |
| 56 | 9·59 | 959 | 86 | 3·72 | 372 |
| 57 | 9·41 | 941 | 87 | 3·50 | 350 |
| 58 | 9·23 | 923 | 88 | 3·29 | 329 |
| 59 | 9·04 | 904 | 89 | 3·10 | 310 |
| | | | 90 | 2·92 | 292 |

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# RETIREMENTS, &c.

## GENERAL RULES, CONDITIONS OF RETIREMENT, ETC.

## NAVAL OFFICERS

### I. General

1. Officers who are not due for compulsory retirement under the following regulations may, at Defence Council or Admiralty Board discretion, be allowed to retire voluntarily or to resign as appropriate. The overriding factor in considering applications will be the requirements of the Service but special consideration will be given when compassionate grounds are advanced.

2. Officers may be retired at any age, at Defence Council or Admiralty Board discretion, if found medically unfit for further service.

3. Officers may be removed from the Active List at any time, if, in the opinion of the Defence Council or Admiralty Board, they are unfitted for further employment under the terms of the Orders in Council relating to incapacity, unsuitability or misconduct.

4. These rules do not apply to Officers employed on Inspection, Research, Design and Experimental Ordnance Duties, etc., under the conditions of service shown separately in this volume.

*Note.* Rules governing the award of retired pay on voluntary retirement are set out on page 18.

### II. Officers on the General List

#### Officers of Flag Rank

1. Admirals of the Fleet are borne on the Active List for Life.

2. Other Officers of Flag rank on the General List will be placed on the Retired List either:—

(*a*) on reaching the age limit for service in the rank; or

(*b*) on it being decided that they will not be further employed,

whichever is the earlier. If serving in an appointment at the time of the decision that they will not be further employed, they may be retained on the Active List in their existing rank until relieved of the appointment.

3. The age limits for service in each rank are as follows:—

| | |
|---|---|
| Admiral .. .. .. .. | 65 |
| Vice-Admiral .. .. .. | 63 |
| Rear-Admiral .. .. .. | 60 |

4. Officers of Flag rank on the General List will not be retired solely by reason of the promotion of an Officer junior to them, nor by reason of their being superseded in any particular appointment.

#### Captains

Captains will normally be placed on the Retired List if not promoted to Flag rank on reaching 9 years' seniority as a Captain; or at the age of 55 if earlier.

#### Commanders

1. *Officers who entered the Royal Navy on or after 1st May, 1957*

The age for compulsory retirement of Commanders on the General List is 53.

2. *Officers who entered the Royal Navy before 1st May, 1957*

The age for compulsory retirement of Commanders on the General List is 50. However the Admiralty Board has approved that from 1st April, 1973 the compulsory retirement age will be 53. In the meantime the Admiralty Board has discretion to extend the service of General List officers up to age 53. Applications for extensions are to be made by letter through Commanding Officers to the Ministry of Defence (Naval Personnel Division 2) between going overzone for promotion and nine months before the normal retirement age. Officers still in zone at this latter date should also apply then.

#### Lieutenant-Commanders

1. *Officers who entered the Royal Navy on or after 1st May, 1957*

The age for compulsory retirement of Lieutenant-Commanders on the General List is 50.

2. *Officers who entered the Royal Navy before 1st May, 1957*

Lieutenant-Commanders on the General List will normally be retired compulsorily at age 50. However, they may opt to be retired at age 45. Officers must express their choice (for whichever age they wish to retire) between the time of going overzone and their 43rd birthday, or exceptionally for an officer who is not overzone on his 43rd birthday, not later than his 44th birthday. Such retirement at age 45 will not be subject to the 7½ per cent reduction in retired pay applicable to voluntary retirements between the ages 40 and 50.

An officer who opts to retire at age 45 may subsequently extend his service on the Active List up to the age of 50, subject to Service requirements.

3. *Applications for Extensions of Service*

Each application is to be accompanied by:—

(*a*) A Special Report on Form S.206;

(*b*) A recommendation on the officer's suitability for further employment;

(*c*) An up-to-date medical certificate saying that the officer is fully fit to continue general Navy service in any part of the world.

### III. Instructor Officers

#### Director of the Naval Education Service

To be compulsorily retired on ceasing to hold the appointment or on attaining the age of 60 if not already superseded.

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INSTRUCTOR CAPTAINS
The age for compulsory retirement is 55.

INSTRUCTOR COMMANDERS
The age for compulsory retirement is 52.

INSTRUCTOR LIEUTENANT-COMMANDERS
The age for compulsory retirement is 48.

### IV. Medical and Dental Officers

MEDICAL DIRECTOR-GENERAL (NAVAL)
To be compulsorily retired on ceasing to hold the appointment or on attaining the age of 65 if not already superseded.

SURGEON REAR-ADMIRALS
Retirement is at Defence Council discretion subject to the overriding age limit of 60.

SURGEON CAPTAINS
The age for compulsory retirement is 57.

SURGEON COMMANDERS
The age for compulsory retirement is 55.

SURGEON LIEUTENANT-COMMANDERS
The age for compulsory retirement is 48 or on completion of 16 years' full pay service, whichever is the later.

### V. Chaplains

CHAPLAIN OF THE FLEET
To be compulsorily retired on ceasing to hold the appointment or on attaining the age of 60 if not already superseded.

CHAPLAINS (ALL DENOMINATIONS)

1. *Chaplains who were granted pensionable commissions on or after 1st August*, 1962
Chaplains will normally be compulsorily retired on completion of total service, including service on a Short Service Commission, of 16 years. The maximum age of compulsory retirement for Chaplains who are retained after the completion of 16 years' service is 55.

2. *Chaplains who held permanent commissions before 1st August*, 1962
The normal age for compulsory retirement is 55 but Chaplains may be compulsorily retired at any time after reaching the age of 50, at Admiralty Board discretion.

### VI. Supplementary List Officers

COMMANDERS
The retirement age for Officers holding permanent commissions on the Supplementary List is 50. In order to preserve promotion prospects on this list, no extension is currently planned for April 1973 when the retirement age of Commanders on the General and Special Duties lists is expected to rise to 53.

LIEUTENANT COMMANDERS
The retirement age for Officers holding permanent commissions on the Supplementary List is 50. Lieutenant Commanders who entered the Royal Navy before 1st May 1957 and were subsequently granted a permanent commission may opt to retire at age 45. Officers must express their choice (for whichever age they wish to retire) not later than their 44th birthday. Such retirement at age 45 will not be subject to the 7½% reduction in retired pay applicable to voluntary retirements between the ages of 40 and 50.
An officer who opts to retire at age 45 may subsequently extend his service on the Active List up to age of 50, subject to Service requirements.

### VII. Special Duties Officers

COMMANDERS
The age of compulsory retirement is 50, but this may be extended to age 53 at Admiralty Board discretion. It is the Admiralty Board's intention that from 1st April, 1973, the compulsory retirement age will rise to 53 in conjunction with General List Officers.

LIEUTENANT-COMMANDERS AND LIEUTENANTS
The age for compulsory retirement is 50.

LIEUTENANTS (CAREERS SERVICE)
The age for compulsory retirement of officers promoted before 18th September 1967 is 60.
They may, however, be given one opportunity to exercise an option to retire at 55 years of age, this option being exercised between their 53rd and 54th birthdays.
Officers promoted after 18th September will be compulsorily retired on reaching the age of 55.

## ROYAL MARINES

### I. General

The general rules governing the retirement of Officers of the Royal Navy apply equally to Officers of the Royal Marines.

### II. General List Officers

COMMANDANT GENERAL
The Commandant General will normally retire on ceasing to hold the appointment.

MAJOR-GENERALS
Major-Generals will normally retire on attaining two to four years' seniority in that rank unless further promoted.

COLONELS
*Colonels who entered before 1st May*, 1957, who are not selected for promotion, will normally be retired after completing 30 years' reckonable service for retired pay, but have the option to retire after completing 28 or 29 years' reckonable service.*
*Colonels who entered on or after 1st May*, 1957, will be compulsorily retired on reaching 51 years of age.
*Colonels* whom it is decided shall not be promoted to Major-General will be placed on the Retired List as soon as it is certain they will not be further employed.

LIEUTENANT-COLONELS
*Lieutenant-Colonels who entered before 1st May*, 1957, who are not selected for promotion, will normally be retired after completing 29 years' reckonable service for retired pay, but have the option to retire after completing 26 or 27 years' reckonable service.*
*Lieutenant-Colonels who entered on or after 1st May*, 1957, will be compulsorily retired on reaching 51 years of age.
*Lieutenant-Colonels* passed over for promotion will be placed on the Retired List as soon as it is certain they will not be further employed.

MAJORS
*Majors who entered before 1st May*, 1957, who are not selected for promotion, will normally be retired after completing 27 years' reckonable service for retired pay or at the age of 50, whichever is the earlier, but have the option to retire after completing 24 or 25 years' reckonable service.*
*Majors who entered on or after 1st May*, 1957, will be compulsorily retired on reaching 50 years of age.

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CAPTAINS

*Captains who entered before 1st May*, 1957, who are not selected for promotion, will normally be retired after completing 24 years' reckonable service for retired pay, or at the age of 45, whichever is the earlier, but have the option to retire after completing 22 years' reckonable service.*

*Captains who entered on or after 1st May*, 1957, will be compulsorily retired at the age of 50.

* The Admiralty Board has discretion to extend the service of Colonels, Lieutenant-Colonels, Majors and Captains entered before 1st May, 1957, up to the new maximum retirement ages for officers of those ranks who entered the Service after 1st May, 1957.

The revised retirement ages for Colonels, Lieutenant-Colonels and Majors become effective on 1st April 1973. Revised retirement ages for Captains became effective on 1st April 1967. All officers are to inform the Commandment General Royal Marines whether they elect to retire at the lower retirement ages not less than three years before their intended retirement date.

### III. Special Duties Officers

MAJORS, CAPTAINS AND LIEUTENANTS

The normal age for compulsory retirement is 50.

DIRECTORS OF MUSIC

The normal age for retirement is 50, but this may be extended to age 55 at Admiralty Board discretion.

LIEUTENANTS (CAREERS SERVICE)

The age for compulsory retirement is 60.

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# PENSIONS AND GRATUITIES TO WIDOWS AND DEPENDANTS OF NAVAL AND ROYAL MARINE OFFICERS

1. The award of pensions and allowances to the widows and dependants of officers whose deaths are, or were, attributable to service after 2nd September, 1939, is governed by the regulations of the Department of Health and Social Security, which appear on page 51.

2. The following scheme of ordinary (i.e., non-attributable) pensions applies to the families of Naval and Royal Marine officers, provided that the husband was entitled to half pay or service retired pay, or if the husband dies while serving, would have been so entitled if he had been invalided on the day he died.

(*a*) For the widow—One-third of the husband's half pay or retired pay as defined in paragraph 3, or the rate provided for in paragraph 4, whichever is the more favourable.

(*b*) For each child under 18 years of age (unless motherless)—One-third of the widow's pension.

(*c*) For each motherless child—Two-thirds of the rate which the widow received or would have received.

3. For the purpose of paragraph 2 above, the rate of half pay or retired pay will be the rate (including Pensions Increase if any) which was in payment to the husband at the date of his death; or, if more favourable, the rate which would have been in payment at that date if he had not commuted any part of his half pay or retired pay and if he had already qualified for the Pensions Increase for which he would have been eligible had he reached the age of 55. When death occurs while serving, the rate will be the award which would have been made if the husband had been invalided on the date on which he died.

4. If the rates of pension calculated in accordance with paragraphs 2 and 3 above would be less than those set out below, the latter will be payable.

| *Widow of* | *Annual Rates* £ |
|---|---|
| Admiral of the Fleet | 1183·80 |
| Admiral/General, R.M. | 1011·78 |
| Vice-Admiral/Lieutenant-General, R.M. | 839·56 |
| Rear-Admiral/Major-General, R.M.<br>Chaplain of the Fleet<br>Captain, R.N., after six years' service<br>Colonel, R.M. | 724·79 |
| Captain, R.N., with less than six years' service<br>Lieutenant-Colonel, R.M.<br>†Chaplain with 22 years' service and aged 50 or more at date of retirement | 609·96 |
| Commander, R.N.<br>Major, R.M.<br>Chaplain with 14 years' service and over, unless qualified for the rates at† | 541·04 |
| Lieutenant-Commander, R.N.<br>Captain, R.M.<br>Lieutenant-Commander, R.N. (S.D. List), who retired on or after 1st February, 1966 | 449·03 |
| Lieutenant-Commander, R.N. (S.D. List), after nine years' service in the rank who retired before 1st February 1966<br>Lieutenant-Commander (Branch List) R.N.<br>Captain, R.M. (S.D. List) who retired on or after 1st February, 1966<br>Captain, R.M. (S.D. List), after nine years' service in rank<br>Captain (Branch List), R.M.<br>Chaplain with 10 but less than 14 years' service | 357·34 |
| Lieutenant-Commander, R.N., (S.D. List), with less than nine years' service in the rank who retired before 1st February, 1966<br>Captain, R.M. (S.D. List), with less than nine years' service in the rank* who retired before 1st February 1966<br>Lieutenant, R.N. and R.M.<br>Lieutenant, R.N. and R.M. (S.D. List)<br>Lieutenant (Branch List), R.N. and R.M.<br>Senior Comissioned Officer (Branch List), R.N. and R.M. | 288·61 |
| Sub-Lieutenant R.N. (S.D. List), who retired on or after 1st February, 1968<br>Second Lieutenant, R.M. (S.D. List), who retired on or after 1st February, 1968<br>Sub-Lieutenant, R.N. (S.D. List), retired before 1st February, 1968<br>Second Lieutenant, R.M. (S.D. List), retired before 1st February, 1968<br>Commissioned Officer (Branch List), R.N. and R.M. | 219·55 |

* Widows of Officers serving as Captain, R.M. (S.D. List) or eligible for promotion thereto after less than eight years' service in the rank of Lieutenant under arrangements extant before 1st January, 1957, may, as a reserved right, be awarded a pension at the rate appropriate to a Captain R.M. provided that the husband's service as Captain amounted to at least one year more than the qualifying period for his automatic promotion to Captain (S.D. List).

5. The minimum period of service required will be as for service retired pay, viz., normally 16 years, or 10 years if the officer is invalided or dies while serving.

6. The assessment of rank (including credit for paid acting and temporary rank) will also be as for service retired pay.

7. If the death of the husband is due to service and the family is therefore awarded an "attributable" pension a family pension at the rate as given in paragraph 2 or 4 will be awarded in addition to the "attributable" pension. The family pension will, however, be abated by the following amount.

| | *Annual Rates* £ |
|---|---|
| Admiral of the Fleet | 598 |
| Admiral/General, R.M. | 438 |
| Vice-Admiral/Lieutenant-General, R.M. | 338 |
| Rear-Admiral/Major-General, R.M.<br>Chaplain of the Fleet | 248 |

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| | *Annual Rates* £ |
|---|---|
| Captain, R.N., after six years' service<br>Colonel, R.M. | 188 |
| Captain, R.N. with less than six years' service<br>Lieutenant-Colonel, R.M.<br>*Chaplain with 22 years' service and aged 50 or more at date of retirement<br>Commander, R.N.<br>Major, R.M. | 128<br>108 |
| Chaplain with 14 years' service and over, unless qualified for the rates at*<br>Lieutenant-Commander, R.N.<br>Captain, R.M.<br>Lieutenant-Commander, R.N. (S.D. List), who retired on or after 1st February 1966<br>Lieutenant-Commander, R.N. (S.D. List), after nine years' service in the rank who retired before 1st February 1966<br>Lieutenant-Commander (Branch List), R.N.<br>Captain, R.M. (S.D. List), after nine years' service in the rank who retired before 1st February 1966<br>Captain (Branch List), R.M.<br>Chaplain with 10 but less than 14 years' service<br>Lieutenant-Commander, R.N. (S.D. List), with less than nine years' service in the rank<br>Captain, R.M. (S.D. List), with less than nine years' service in the rank<br>Lieutenant, R.N. and R.M.<br>Lieutenant, R.N. and R.M. (S.D. List)<br>Lieutenant (Branch List), R.N. and R.M.<br>Senior Commissioned Officer (Branch List), R.N. and R.M.<br>Sub-Lieutenant, R.N. (S.D. List), who retired on or after 1st February 1968<br>Second Lieutenant, R.M. (S.D. List), who retired on or after 1st February 1968<br>Sub-Lieutenant, R.N. (S.D. List), retired before 1st February 1968<br>Second Lieutenant, R.M. (S.D. List), retired before 1st February 1968<br>Commissioned Officer (Branch List), R.N. and R.M. | 78<br>63<br>48 |

A child's pension will not be subject to these deductions.

**General Conditions for Award, etc.**

8. The marriage must have taken place before retirement (or, where there is subsequent re-employment entitling the member to a revision of his service retired pay, before the termination of the re-employment).

9. Pensions cannot be claimed as a right. In cases where the wife was separated from her husband, and in certain other circumstances, awards will be discretionary.

10. A widow's pension will cease on her remarriage, but, if she again becomes a widow, the award may be restored at the discretion of the Admiralty Board.

11. A legitimate child of an officer is eligible for a pension where the child's mother fulfilled the conditions relating to marriage contained in paragraph 9 above. In addition, illegitimate children, adopted children and step-children are, subject to certain other conditions, also eligible. Pensions will normally be payable up to age 18, but may be paid beyond that age in certain circumstances (e.g., during further education).

**Gratuities to Widows, etc.**

12. This is a benefit for the widows of regular Officers who die while serving on full pay on the active list (including those serving on the Supplementary List, or on short service or extended service commissions).

13. The amount of gratuity will be as follows:—

(*a*) where a Terminal Grant or additional Terminal Grant would have been payable on invaliding, the award to which the Officer would have been entitled at the time of his death.

(b) where no Terminal Grant would have been payable, the following scale to apply:—

| | |
|---|---|
| Less than 4 years' service | £535 |
| After 4 years' service | £705 |
| " 5 " " | £875 |
| " 6 " " | £1,045 |
| " 7 " " | £1,215 |
| " 8 " " | £1,390 |
| " 9 " " | £1,560 |

Thence by increments of £170 for each additional year of service which would have reckoned for service gratuity.

14. Normally the gratuity will be payable in full to the widow. It may, however, be withheld or reduced where the widow was separated from her husband. Where there are children not dependent on the widow, part of the gratuity may be withheld from her and paid for the benefit of the children.

15. Where there are children but no widow, the gratuity may be paid in part or in whole, for the benefit of the children.

16. Children dependent on women members of the Forces who die while serving will similarly be eligible for gratuities in certain circumstances.

## NAVAL COMPASSIONATE, GREENWICH HOSPITAL AND TRAVERS PENSIONS

OFFICERS

1. Officers wishing to be considered for these pensions should apply to:—The Director of Greenwich Hospital, 13 Devonshire Square, London, E.C.2, who will furnish application forms.

2. Naval Compassionate, Greenwich Hospital, and Travers pensions may be awarded, at the discretion of the Admiralty Board, to retired permanent regular Officers of the Royal Navy or Royal Marines.

The number and amounts of such pensions will be regulated by the funds available for the purpose.

3. In considering applications, regard will be had to the following factors:—

(*a*) good service
(*b*) need
(*c*) misfortune, or other special circumstances (e.g., infirmity due to age).

4. The amount of a Naval Compassionate pension will depend on the circumstances of the case and the funds available, but will not normally exceed £100 per annum. In very exceptional circumstances, however, a larger pension may be awarded, but in no case exceeding £200 per annum.

5. Greenwich Hospital pensions will be awarded under the same general conditions as above; they will not exceed £100 per annum.

6. Travers pensions will also be awarded under the same general conditions to retired permanent regular Officers of the Executive Branch whose last rank on the Active List was Lieutenant or Lieutenant-Commander, or such other Executive Officers retired from these ranks as the Admiralty Board may decide. A Travers pension will not exceed £200 per annum.

7. Only in special circumstances may an Officer receive a Naval Compassionate pension and a Greenwich Hospital (or Travers) pension concurrently.

An Officer may not receive a Greenwich Hospital and a Travers pension concurrently.

8. All these pensions will be subject to review from time to time. A pension may be withdrawn at any time should the conditions under which it was granted cease to apply.

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# PENSIONS AND GRATUITIES TO NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

## I.—General Regulations

1. The following Regulations are supplementary and subordinate to the Regulations for the award of Pensions or Gratuities in respect of Service or Disability published in Orders in Council.

2. All pensions are tenable only during good behaviour, and may be suspended or forfeited by reason of misconduct on the part of the pensioner, but the Secretary of State for Defence, at his discretion, may restore, either wholly or partially, any pension which has been suspended or forfeited.

3. Any pensioner who is convicted of a serious offence connected with the Service, e.g. obtaining payment of pension by false pretences, or of certain grave criminal offences, e.g. such as involve treasonable activities or embezzlement of public funds, will have his pension forfeited or suspended indefinitely. A pensioner who is convicted of any other criminal offence resulting in sentence of imprisonment exceeding 6 months will have his pension suspended during his imprisonment and restored on release, but restoration may be delayed for habitual offenders.

4. A pension may be restored and paid to, or applied for the benefit of the pensioner's wife, children, or other dependants, for the period of his imprisonment.

5. Any assignment, sale, or contract relating to a Naval or Greenwich Hospital pension is void.

6. When a pensioner who has commuted part of his pension re-enters the Royal Navy or Royal Marines and ceases to draw pension (thus counting the further time for increase of pension), he shall be required to refund the value of the commuted pension for the period of his re-employment. He shall be given the option of refunding the money by deduction from Naval pay whilst serving.

7. Pensioners in the categories enumerated below are paid quarterly in advance, but if they so desire payment may be made weekly in advance on the strict understanding that their choice of payment weekly, once made, is irrevocable:—

(*a*) Men pensioned before the 1st January, 1936.

(*b*) Continuous service ratings whose re-engagement to complete time for pension dated from not later than 30th September, 1935*; non-continuous service ratings serving on that date under an engagement which would enable them to complete 22 years' pensionable service; and all ranks of the Royal Marines who, not later than 30th September, 1935, re-engaged for a second period or completed 10 years' pensionable time by that date and declared in writing, not later than 30th September, 1935, their intention of re-engaging as soon as such re-engagement was open to them (provided, in each instance, that no break in service occurred on or after the 1st August, 1935).

8. The widows or legal representatives of pensioners to whom the provisions of paragraph 7 apply, may be allowed to receive their pensions up to the end of the quarter in which the pensioners died, provided such pensions shall not already have been paid, and provided there be no stoppage against the pension on account of maintenance in a hospital, or other reason. If any such pensioner shall have received his pension up to the end of the quarter in which he died, and his death takes place within 2 days from the end of the quarter, a month's pension may be paid to the widow on special authority from the Ministry of Defence.

9. All pensioners, other than those in the categories enumerated in paragraph 7, receive payment of pension weekly in advance. The pension of men finally entered, or re-entered, after a break of service, on or after 1st August, 1935, will cease at the end of the pension week on which death occurs but for all others the benefits mentioned in paragraph 8 may be allowed.

10. The arrangements for weekly payment in advance apply to pensioners resident in the United Kingdom, the Channel Islands and Eire. Pensioners resident abroad who do not wish, or are ineligible to receive payment of their pensions quarterly in advance, will, generally, be paid monthly in arrear.

11. Payment of a Naval Pension direct to a Bank Account is made monthly in arrear. Ratings who wish to take advantage of this method of payment should apply to the Director General of Defence Accounts, Branch 1A, Whittingdon Road, Worcester, for the appropriate form of application.

12. Any pensioner guilty of violence or outrage towards any person employed in paying the pensioner, shall be punished by the loss or either a part or the whole of his pension, in addition to any other punishment which the law may inflict for such offence.

13. A pensioner who neglects to draw his pension for four successive quarters, will be struck off the pension list and not replaced unless he accounts satisfactorily for such omission, and the Ministry of Defence, at their discretion, will grant or withhold the arrears, or any portion thereof, but in no case will arrears be paid for a longer period than 2 years, unless the man shall have been serving in the Navy in a rating which entitled him to receive his pension while so employed.

14. No restriction is placed on Naval pensioners proceeding abroad but, except with the special permission of the Ministry of Defence, they may not draw their pensions if they acquire foreign nationality or serve under a foreign flag.

15. In special circumstances, and with the consent of the pensioner, the Ministry of Defence may order a man's pension, or any portion of it, to be paid to or on behalf of his wife, or, if he have no wife, to or for the benefit of his child or children.

16. An advance of naval pension, not exceeding six months, may be made to a pensioner for the purpose of assisting him to emigrate to any Commonwealth country. This advance is payable only when authorised by the Ministry of Defence.

17. Naval ratings whose discharge to pension has been agreed and who require a provisional assessment of their terminal benefits for the purpose of obtaining a bank loan, should apply direct to HMS Centurion, Pay and Pensions Division, Branch 3, Grange Road, Gosport, PO 139XA, in the form of the Annex to DCI (RN) 594/70, and enclose a letter from their Bank requesting the information needed. Action will not be taken on applications received without a letter from the bank.

## II.—Pensions and Gratuities for Long Service

### 1972 CODE

1. The provisions of the 1972 Pension Code apply to R.N. ratings, R.M. other ranks, W.R.N.S. ratings, Naval Nurses of Queen Alexandra's Royal Navy Nursing Service, who were discharged to pension on or after 31st March, 1972 (cease pay date)

* This is deemed to include candidates for mechanician who had re-engaged for a second period of 12 years, and Yard Craft ratings with 10 years' pensionable service on 30th September, 1935.

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## PENSIONS

**2. The minimum periods required to qualify for pensions are as follows:—**

**(*a*) *For Long Service Pension*—22 years' reckonable service from age 18.**

**(*b*) *For Service Pension on Invaliding*—12 years' reckonable service from age 18; to be eligible those invalided must, in addition to having rendered the minimum period of service, have also re-engaged to complete time for pension.**

3. Pension will continue to be based on the length of reckonable service and normally on the highest paid rating, whether acting or confirmed, held for an aggregate period of 2 years or more during the 5 years preceding discharge to pension. However, where during his final 5 years of service a rating has completed a total of at least one year, but less than two years, in a higher rating or ratings, his pension will be assessed initially on the highest paid rating held for 2 years or more to which an addition will be made in recognition of the service in a higher rating. This addition will be calculated by taking for the first year of service in a higher rate one-third of the difference between the pension payable for the rating held for 2 or more years and the pension of the next higher rating plus a proportionate amount calculated by days for any period in a higher rating in excess of one year.

(*b*) Where a rating is permitted to continue to serve beyond 22 years but on the condition that the extra service is in a lower rating, the pension finally awarded will be the current rate of pension appropriate to the higher rank in respect of the first 22 years' pensionable service, plus an addition at the rate of pension appropriate to the lower rank for the extra period served in the lower rank.

(*c*) Men who on 1 April, 1972 were serving on engagements that could take them beyond 37 years reckonable service (i.e. those who entered under the terms of DCI (R.N.) 1104/64) will receive an addition to the 37 year rate of pension equal to 1/37th of the appropriate 37 year rate of pension for each year of reckonable service beyond 37 years subject to a maximum of 5 years, i.e. 5/37th's of the 37 year rate of pension.

(*d*) The rate of pension on invaliding with less than 22 years' reckonable service will be calculated by taking the appropriate 22-year rate, dividing it by 22 and multiplying the result by the number of years and days (expressed as a fraction of a year) of reckonable service.

Where the total reckonable service is not in complete years the residual period of less than a year will be reckonable in calculating the amount of pension awarded.

**4. In the case of those invalided, pension may be based on the length of reckonable service and on the substantive rank held at the time of discharge, provided the higher rate was a regular roster advancement, if this is more favourable than the rule in paragraph 3.**

**5. Where a rating or R.M. other rank has been disrated for misconduct or reverted for inefficiency or unsuitability during the five years preceding termination of full pay service and does not regain the rank, the rank on which pension is based on final discharge will be determined by the Ministry of Defence having regard to the circumstances of the case.**

**6. Those whose services are terminated for misconduct or for inefficiency within their own control and who have completed not less than 22 years' reckonable service may be granted such portions of the service pension and terminal grant assessed under paragraphs 3 to 10 as the Ministry of Defence may determine, but when the services are terminated for misconduct the amount will not in any event exceed 90 per cent of the award which would have been admissible had the discharge been on other grounds.**

**7. Subject to paragraph 10, the rates of pension will be as follows:—**

### RATES OF PENSION

a. Ratings' Pensions

| *No. of years reckonable service over age 18* | *Able Rating/ Marine* | *Leading Rating/ Corporal R.M.* | *Petty Officer Sergeant R.M.* | *Chief Petty Officer Colour Sergeant R.M.* | *Quarter-master Sergeant R.M.* | *Fleet Chief Petty Officer R.S.M., R.M. or Commissioned Officer* |
|---|---|---|---|---|---|---|
| | *£ a year* | *£ a year* | *£ a year* | *£ a year* | *£ a year* | *£ a year* |
| 22 | 571 | 696 | 775 | 833 | 854 | 890 |
| 23 | 591 | 720 | 802 | 862 | 885 | 924 |
| 24 | 611 | 745 | 829 | 891 | 916 | 958 |
| 25 | 631 | 769 | 856 | 920 | 947 | 992 |
| 26 | 650 | 793 | 883 | 949 | 978 | 1,026 |
| 27 | 670 | 817 | 910 | 978 | 1,009 | 1,060 |
| 28 | 690 | 842 | 937 | 1,007 | 1,040 | 1,094 |
| 29 | 710 | 866 | 964 | 1,036 | 1,071 | 1,128 |
| 30 | 730 | 890 | 992 | 1,066 | 1,102 | 1,162 |
| 31 | 750 | 914 | 1,019 | 1,095 | 1,133 | 1,196 |
| 32 | 770 | 939 | 1,046 | 1,124 | 1,164 | 1,230 |
| 33 | 790 | 963 | 1,073 | 1,153 | 1,195 | 1,264 |
| 34 | 809 | 987 | 1,100 | 1,182 | 1,226 | 1,298 |
| 35 | 829 | 1,011 | 1,127 | 1,211 | 1,257 | 1,332 |
| 36 | 849 | 1,036 | 1,154 | 1,240 | 1,288 | 1,366 |
| 37 | 869 | 1,060 | 1,181 | 1,269 | 1,319 | 1,400 |

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b. Ratings of the Womens' Services

| *No. of years reckonable service over age 18* | *W.R.E.N./ Naval Nurse* | *Leading W.R.E.N./ Senior Naval Nurse* | *Petty Officer W.R.E.N./ Assistant Head Naval Nurse* | *Chief W.R.E.N. Head Naval Nurse* | *Fleet Chief W.R.E.N.* |
|---|---|---|---|---|---|
| | £ *a year* | £ *a year* | £ *a year* | £ *a year* | £ *a year* |
| 22 | 514 | 626 | 698 | 750 | 801 |
| 23 | 532 | 648 | 722 | 776 | 832 |
| 24 | 550 | 671 | 746 | 802 | 862 |
| 25 | 568 | 692 | 770 | 828 | 893 |
| 26 | 585 | 714 | 795 | 854 | 923 |
| 27 | 603 | 735 | 819 | 880 | 954 |
| 28 | 621 | 758 | 843 | 906 | 985 |
| 29 | 639 | 779 | 868 | 932 | 1,015 |
| 30 | 657 | 801 | 893 | 959 | 1,046 |
| 31 | 675 | 823 | 917 | 986 | 1,076 |
| 32 | 693 | 845 | 941 | 1,012 | 1,107 |
| 33 | 711 | 867 | 966 | 1,038 | 1,138 |
| 34 | 728 | 888 | 990 | 1,064 | 1,168 |
| 35 | 746 | 910 | 1,014 | 1,090 | 1,199 |
| 36 | 764 | 932 | 1,039 | 1,116 | 1,229 |
| 37 | 782 | 954 | 1,063 | 1,142 | 1,260 |

*Addition for Commissioned Service.* The addition to pension in respect of each year of commissioned service (up to a maximum of 9 years) will be £14·57 a year subject to total pension not exceeding £1,444 a year. These additions will not be payable to officers with previous rating service who retire as officers on pensionable commissions (as opposed to temporary commissions) and opt for a rating's pension.

8. *Addition for Aircrew Service.* The additions to pension in respect of aircrew service will be abolished, but ratings who on 1 April, 1972 have given or are giving service which under regulations in force prior to 1 April, 1972 would give them title to an addition to pension in respect of aircrew service and who on or before 1 June, 1972 engage to serve for longer than 12 years will be eligible for an addition to their current code pensions in respect of their total aircrew service at the time of discharge at the rates applicable on 31 March, 1972 subject to total pension not exceeding the following limits:—

(1) The £0·09 and £0·08 rates: 50 per cent of the Band III rate of military salary plus LSP appropriate to the rate on which pension is based.
(2) The £0·06 rate: 50 per cent of the Band II rate of military salary plus LSP appropriate to the rate on which pension is based.

Where the pensioner is also eligible for additions in respect of commissioned service the limit on total pension will be the higher of the two applicable limits.

9. *National Retirement Pensions*

Men and women who (*a*) enter the Royal Navy on or after the 1st July, 1949, or (*b*) re-enter on or after the 1st July, 1949, after a break in service, except those who re-enter within 12 months of being invalided or those who have already been granted pension before re-entry, will have a deduction made from their pension at the rate if £0·01667 a week for each year of service; subject to a maximum of £0·8000 a week, on becoming eligible for a National Retirement Pension on attaining the age of 65, in the case of men, or on attaining the age of 60, in the case of women. No adjustment of pension will, however, be made in the case of pensioners living outside the United Kingdom and not actually receiving National Retirement Pensions.

Where men and women have been paying graduated contributions under the National Insurance Act, 1959, and are subsequently contracted out of the Scheme and cease to make such payments on undertaking to re-engage to complete time for pension, any graduated pension already earned will be payable at the due time. Service pension, however will be abated from age 65 (60 for women) by the amount of any graduated pension earned by the contributions paid whilst in the Service as well as by part of the National Retirement Pension as provided above. Where, however, the graduated pension amounts to £0·1000 a week or less it will be ignored for this purpose.

10. *Commutation.* A pensioner who wishes to commute part of his pension may apply for permission to do so at any time, provided it is for a purpose which will be to his *distinct and permanent advantage.* Approval to commute is at the discretion of the Defence Council, or Admiralty Board on their behalf on such terms and conditions as may be prescribed. Commutation is not permitted for investment, and not normally for the repayment of a bank loan, settlement of debts or reduction of a mortgage (but see paragraph 15).

11. The pensioner must have a good expectation of life. He will normally be called on to attend an examination by a service medical board, and will be required to meet any expenses involved. If he fails to reach the required medical standard he will either be refused permission to commute, or allowed to do so at a less advantageous rate, provided all other conditions are satisfied.

12(*a*). A pensioner discharged prior to 31st March 1969 will not be permitted to reduce his basic pension below £0·7000 a week, or £1·0500 in the case of Regimental Sergeant-Major; pensioners discharged on or after 31st March 1969 will not be allowed to reduce below £2·50 a week, or below an amount at least equal to the maximum graduated pension which could be earned under the National Insurance Act, 1959, during the period of the man's reckonable service after the inception of the Scheme, whichever is the greater.

(*b*) Greenwich Hospital Special Pensions, Naval Disability Pensions, and additions to basic pensions awarded under the Pensions (Increase) Schemes cannot be commuted and cannot form part of the minimum basic pension to be retained uncommuted.

13. Pensioners discharged on or after 31st March, 1969, who make application within 6 months of leaving the Service may (subject to medical fitness) be allowed without statement of or investigation into the purpose for which the money is required within the following limits:—

(*a*) sufficient pension to realise £600·00 or
(*b*) if more advantageous 25 per cent of pension, subject to the sum realised not exceeding £1,000·00.

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14. Application forms may be obtained from the Ministry of Defence, DGDA Branch 1A, Worcester. Applications from serving men are accepted only during the month preceding the date of final discharge, and no decision will be given until after discharge.

15. The commuted sum shall be calculated at a rate not exceeding that shown for this purpose in the tables below.

(a) *Pensions payable quarterly in advance*

| *Age between* | *Commutation for each £ of Pension* | *Age between* | *Commutation for each £ of Pension* |
|---|---|---|---|
| 35 and 36 | 11.936 | 63 and 64 | 7.865 |
| 36 „ 37 | 11.867 | 64 „ 65 | 7.653 |
| 37 „ 38 | 11.790 | 65 „ 66 | 7.441 |
| 38 „ 39 | 11.712 | 66 „ 67 | 7.220 |
| 39 „ 40 | 11.624 | 67 „ 68 | 7.008 |
| 40 „ 41 | 11.524 | 68 „ 69 | 6.786 |
| 41 „ 42 | 11.425 | 69 „ 70 | 6.575 |
| 42 „ 43 | 11.315 | 70 „ 71 | 6.357 |
| 43 „ 44 | 11.208 | 71 „ 72 | 6.147 |
| 44 „ 45 | 11.092 | 72 „ 73 | 5.940 |
| 45 „ 46 | 10.966 | 73 „ 74 | 5.734 |
| 46 „ 47 | 10.845 | 74 „ 75 | 5.528 |
| 47 „ 48 | 10.713 | 75 „ 76 | 5.336 |
| 48 „ 49 | 10.583 | 76 „ 77 | 5.148 |
| 49 „ 50 | 10.444 | 77 „ 78 | 4.958 |
| 50 „ 51 | 10.296 | 78 „ 79 | 4.775 |
| 51 „ 52 | 10.149 | 79 „ 80 | 4.581 |
| 52 „ 53 | 9.992 | 80 „ 81 | 4.402 |
| 53 „ 54 | 9.825 | 81 „ 82 | 4.200 |
| 54 „ 55 | 9.650 | 82 „ 83 | 4.010 |
| 55 „ 56 | 9.474 | 83 „ 84 | 3.804 |
| 56 „ 57 | 9.290 | 84 „ 85 | 3.588 |
| 57 „ 58 | 9.106 | 85 „ 86 | 3.381 |
| 58 „ 59 | 8.910 | 86 „ 87 | 3.182 |
| 59 „ 60 | 8.715 | 87 „ 88 | 2.995 |
| 60 „ 61 | 8.503 | 88 „ 89 | 2.822 |
| 61 „ 62 | 8.295 | 89 „ 90 | 2.658 |
| 62 „ 63 | 8.076 | | |

*Note.*—In the event of commutation taking place at a date following a date of payment of pension by less than six weeks, the above values will be reduced by 0.25.

(b) *Pensions payable weekly in advance*

| *Age between* | *Commutation for each £ of Pension* | *Age between* | *Commutation for each £ of Pension* |
|---|---|---|---|
| 35 and 36 | 11.811 | 63 and 64 | 7.740 |
| 36 „ 37 | 11.742 | 64 „ 65 | 7.528 |
| 37 „ 38 | 11.665 | 65 „ 66 | 7.316 |
| 38 „ 39 | 11.587 | 66 „ 67 | 7.095 |
| 39 „ 40 | 11.499 | 67 „ 68 | 6.883 |
| 40 „ 41 | 11.399 | 68 „ 69 | 6.661 |
| 41 „ 42 | 11.300 | 69 „ 70 | 6.450 |
| 42 „ 43 | 11.190 | 70 „ 71 | 6.232 |
| 43 „ 44 | 11.083 | 71 „ 72 | 6.022 |
| 44 „ 45 | 10.967 | 72 „ 73 | 5.815 |
| 45 „ 46 | 10.841 | 73 „ 74 | 5.609 |
| 46 „ 47 | 10.720 | 74 „ 75 | 5.403 |
| 47 „ 48 | 10.588 | 75 „ 76 | 5.211 |
| 48 „ 49 | 10.458 | 76 „ 77 | 5.023 |
| 49 „ 50 | 10.319 | 77 „ 78 | 4.833 |
| 50 „ 51 | 10.171 | 78 „ 79 | 4.650 |
| 51 „ 52 | 10.024 | 79 „ 80 | 4.456 |
| 52 „ 53 | 9.867 | 80 „ 81 | 4.277 |
| 53 „ 54 | 9.700 | 81 „ 82 | 4.075 |
| 54 „ 55 | 9.525 | 82 „ 83 | 3.885 |
| 55 „ 56 | 9.349 | 83 „ 84 | 3.679 |
| 56 „ 57 | 9.165 | 84 „ 85 | 3.463 |
| 57 „ 58 | 8.981 | 85 „ 86 | 3.256 |
| 58 „ 59 | 8.785 | 86 „ 87 | 3.057 |
| 59 „ 60 | 8.590 | 87 „ 88 | 2.870 |
| 60 „ 61 | 8.378 | 88 „ 89 | 2.697 |
| 61 „ 62 | 8.170 | 89 „ 90 | 2.533 |
| 62 „ 63 | 7.951 | | |

## TERMINAL GRANTS

16. Those eligible for a service pension will be awarded a terminal grant, in addition to the pension, at a rate equal to three times the annual value of the pension, a year for this purpose being reckoned as 52 weeks.

## GRATUITIES

17. Subject to the following provisions those discharged without entitlement to service pension, on or after 31st March, 1972, provided they have completed not less than 12 years' reckonable service, from the age of 18 or date of entry if later, may be awarded a service gratuity on the following scale:—

| *Years of reckonable service* | *Men* | *Women* |
|---|---|---|
| | £ | £ |
| 12 | 305 | 275 |
| 13 | 370 | 333 |
| 14 | 450 | 405 |
| 15 | 545 | 491 |
| 16 | 655 | 590 |
| 17 | 760 | 684 |
| 18 | 870 | 783 |
| 19 | 990 | 891 |
| 20 | 1,110 | 999 |
| 21 | 1,250 | 1,125 |

18. Those invalided without sufficient service to qualify for a service pension who have not less than three years' reckonable service from date of entry may be awarded a service gratuity on the following scale:—

| *Years of reckonable service* | *Men* | *Women* |
|---|---|---|
| | £ | £ |
| 3 | 100 | 90 |
| 4 | 115 | 104 |
| 5 | 140 | 126 |
| 6 | 160 | 144 |
| 7 | 185 | 167 |
| 8 | 205 | 185 |
| 9 | 230 | 207 |
| 10 | 250 | 225 |
| 11 | 270 | 243 |

Any service before age 18 may be included as reckonable for assessment of invaliding gratuity, provided the award does not exceed the 12 year gratuity point of £305 for men and £275 for women.

*Special Provision for Naval Aircrew Categories*

19. R.N. ratings who render or have rendered aircrew service, who are discharged without entitlement to service pension, *provided they have completed not less than 12 years' reckonable service from age 18 or date of entry, if later, will be eligible* for special gratuities at the following rates:—

| | |
|---|---|
| Pilot or Navigator.. .. .. | £100 per year of reckonable aircrew service. |
| Other Air Categories .. .. | £90 per year of reckonable aircrew service. |

20. These special gratuities are in lieu of, not in addition to, the ordinary rates of gratuity in paragraphs 17 and 18 and are also subject to the general conditions given in paragraphs 24 to 27 for the payment of such gratuities. Ratings who have rendered both aircrew and other service will be awarded either a gratuity calculated at the special rates based on the limited period during which they have rendered aircrew service or a gratuity at the ordinary rates based on the whole of their reckonable service, whichever is the more to their advantage.

21. Should a rating be invalided while on aircrew service the minimum requirement of 3 years' service under paragraph 18 will not apply and the special gratuity appropriate to the length of aircrew service rendered will be awarded.

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*Reckonable Service*

22. In calculating reckonable service for the purpose of service gratuities all satisfactory periods of service may be aggregated, subject to the provisions of the "5 year break" rule.

Where the total reckonable service is not in complete years the residual period of less than a year will be reckonable in calculating the amount of the gratuity. The award for the residual part of a year will be calculated, according to the number of days, as a proportion of the increase for the next complete year at the appropriate point on the scale.

*Voluntary Discharge*

23. Men discharged voluntarily will be eligible for gratuities under the same conditions as for men discharged on completion of engagement.

*Other Discharges*

24. Where a rating is discharged for misconduct or for inefficiency within his own control, the award of a service gratuity and its amount will be at the discretion of the Secretary of State for Defence; but where the discharge is for misconduct any gratuity awarded shall not exceed 90 per cent of the award which would have been admissible had the discharge been on other grounds.

25. If a Naval Rating or a Royal Marine dies whilst serving no gratuity will be payable.

PENSIONS, GRATUITIES AND SPECIAL COMPENSATION FOR RATINGS DISCHARGED UNDER REDUNDANCY TERMS

*Ratings engaged to serve longer than twelve years who have given at least ten years' reckonable service.*

26. Ratings in this category will, on redundancy, be eligible, subject to the provisions of sub-paragraphs (*a*) and (*b*) below, for a service pension, terminal grant and a tax-free special capital payment.

(*a*) *Pension and Terminal Grant.*—A redundant rating who has served for at least ten years from the age of 18 will be eligible for service pension assessed as though he had been invalided (but ignoring the requirement for at least 12 years' reckonable service) provided that one of the following conditions is fulfilled:–

(1) he has engaged to complete time for pension;
(2) he has engaged to serve for 14 years and there is no firm evidence that he would not have sought or he would have been refused re-engagement to complete time for pension. (Where there is such evidence of a firm nature, the terms in paragraph 30 below will apply.)

In addition, he will be granted a credit of service to count as reckonable service in the assessment of the pension as follows:

4 years or sufficient service required to complete 22 years (or the engagement undertaken if longer), whichever is the less.

Pension for the credit portion of service will in all cases be assessed at the rate for the first 22 years. Terminal grant which is tax free will be three times the annual rate of pension awarded, including the credit of service portion.

(*b*) *Special Capital Payment.* The amount of special capital payment for a redundant rating who satisfies the conditions as to engagement contained in the preceding sub-paragraph will start at 9 months' adjusted pay for 10 years' reckonable service rising to a plateau of 12 months' pay for 16 or more years' service but with 5 or more years of uncompleted service to go before completion of engagement and thereafter decreasing as the period of uncompleted service falls below 5 years. Adjusted pay will be a percentage of military salary, excluding all form of additional pay and allowances but including length of service pay in issue for the paid rank held on conclusion of the last active employment before discharge or in issue on the last day of full pay service, whichever is the greater. A month's pay will be calculated by multiplying the adjusted rate by 365 and dividing by 12. The scales of capital payments are set out in the following two tables:—

TABLE 1

*Ratings with at least 10 and less than 16 years' reckonable service*

| *Years of completed reckonable service* | *Special capital payment months of adjusted pay* |
|---|---|
| 10 | 9 |
| 11 | 9 |
| 12 | 10 |
| 13 | 10 |
| 14 | 11 |
| 15 | 11 |

TABLE 2

*Ratings with 16 or more years of reckonable service*

| *Uncompleted period of service* | *Special capital payment months of adjusted pay* |
|---|---|
| 5 years or more | 12 |
| 4 years | 10 |
| 3 years | 10 |
| 2 years | 7 |
| 1 year | 4 |
| None | None |

*Note.*—The payments shown in the tables above are for whole years of service or uncompleted service, as the case may be. Where the period of service completed or remaining uncompleted is not a whole year or a whole number of years, an adjustment will be made in respect of each further calendar month of completed or uncompleted service of one-twelfth of the difference between the payment for the whole year or years of completed or uncompleted service and the payment for the next higher whole year or years in the table.

*Ratings engaged to serve longer than twelve years who have given less than ten years' reckonable service*

27. Ratings in this category will, on redundancy, be eligible, subject to the provisions of sub-paragraphs (*a*) and (*b*) below, for a tax-free service gratuity as though they had been invalided plus a tax-free special capital payment of up to a maximum of 14 months' adjusted pay.

(*a*) *Service Gratuity.*—A redundant rating who has served for less than 10 years from age 18 but satisfies the conditions as to engagement contained in sub-paragraphs 28(*a*) (1) or (2) above will be eligible for a service gratuity based on the normal invaliding scale.

(*b*) *Special Capital Payment.*—The rate of special capital payment for redundant ratings with less than 10 years' service from age 18 who satisfy the conditions as to engagement contained in sub-paragraphs 28(*a*)(1) and (2) above will be as provided for in Table 3 below. adjusted pay and a month's pay will be as defined in sub-paragraph 28(*b*) above.

TABLE 3

*Ratings serving on, or deemed to be serving on, pensionable engagements, who have given less than ten but at least five years reckonable service*

| *Years of completed reckonable service* | *Special capital payment months of adjusted pay* |
|---|---|
| 5 | 6 |
| 6 | 8 |
| 7 | 10 |
| 8 | 12 |
| 9 | 14 |

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*Note.*—The special capital payments shown above are for complete years of service. In addition, each further calendar month of service will attract a payment of one twelfth of any extra compensation for a further complete year subject to a maximum of 14 months' adjusted pay. This does not apply to the service gratuity which will be calculated on years and days.

*Ratings engaged to serve for not more than twelve years*

28. Ratings in this category and those referred to in paragraph 26(*a*) (2) above who have engaged to serve for 14 years but where there is evidence of a firm nature that they would not have sought or would have been refused re-engagement to complete time for pension, will be eligible on redundancy for a tax-free service gratuity as though they had been invalided plus a tax-free special capital payment as follows:

(*a*) *Service Gratuity.*—A redundant rating who does not satisfy the conditions as to engagement contained in sub-paragraphs 26(*a*) (1) or (2) above will be eligible for a gratuity as though he had been invalided.

(*b*) *Special Capital Payment.*—A redundant rating who does not satisfy the conditions as to engagement contained in sub-paragraphs 26(*a*)(1) or (2) above will be eligible for a tax-free special capital payment assessed on the basis of the following formula:—

(1) One month's adjusted pay for each year of reckonable service completed; *or*

(2) One month's adjusted pay for each complete year by which service is foreshortened, plus one month's adjusted pay:

whichever is the less.

Adjusted pay and a month's pay will be as defined in sub-paragraph 26(*b*) above, and for each further calendar month of service in addition to complete years, an adjustment will be made of one-twelfth of the difference between the payment for the complete years and the payment for the next complete year. The effect of applying this formula to 9-, 12-, and 14-year engagements is shown below:—

| *9-year Engagement* | | *12-year Engagement* | | *14-year Engagement* | |
|---|---|---|---|---|---|
| *Completed years of service* | *Months' adjusted pay* | *Completed years of service* | *Months' adjusted pay* | *Completed years of service* | *Months' adjusted pay* |
| 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 4 | 6 | 6 | 6 | 6 |
| 7 | 3 | 7 | 6 | 7 | 7 |
| 8 | 2 | 8 | 5 | 8 | 7 |
| 9 | 0 | 9 | 4 | 9 | 6 |
| | | 10 | 3 | 10 | 5 |
| | | 11 | 2 | 11 | 4 |
| | | 12 | 0 | 12 | 3 |
| | | | | 13 | 2 |
| | | | | 14 | 0 |

## III.—Pensioners—Re-employed in Peace-time

1. The following general conditions govern the re-employment of pensioners in peace-time:—

2. All pensioners re-entering for further service are required to give up payment of pension, the additional service counting for increase of pension and terminal grant on final discharge.

3. On discharge, a revised pension and terminal grant assessed on the basis of total service (including re-employed service), will be awarded as follows:—

(*a*) Under the regulations in force on the termination of re-employed service, if the former award of pension and terminal grant was made under those regulations, or if the period of re-employment was at least three years, or if invalided from re-employment.

(*b*) Otherwise, under the regulations in force at the time of original discharge.

(*c*) The amount of terminal grant assessed under (*a*) or (*b*) will be reduced by the amount of terminal grant previously awarded.

4. Where there is a break in service of more than five years, the earlier service cannot normally be added to the subsequent service for the purpose of determining eligibility for pension and calculating the award. The foregoing rules for the reckoning of re-employed service apply, therefore, only if the interval of service did not exceed five years.

5. When a pensioner, who has commuted part of his pension, re-enters the service and ceases to draw pension, he is required to repay for every week of re-employed service the amount of weekly pension commuted. The repayment will normally be effected by abatement from service pay during re-employment.

## IV.—Re-entry following Redundancy

Ratings who re-enter the service within 5 years of being discharged on redundancy will be required to refund a portion of the Special Capital Payment awarded to them as follows:—

$$\frac{a-b}{a} \times \text{the Special Capital Payment}$$

("a" representing 5 years, or the uncompleted period of service on redundancy, whichever is the less, and "b" the break in service)

The effect of this formula is to produce a refund broadly as follows:—

| *Break in service* | *Refund of Special Capital Payment* |
|---|---|
| 1 years .. .. .. | Four fifths |
| 2 years .. .. .. | Three fifths |
| 3 „ .. .. .. .. | Two fifths |
| 4 „ .. .. .. .. | One fifth |
| 5 „ or over .. .. | — (Nil) |

(*a*) Where the interval between the date of discharge and date of re-employment is more than a full year the amount of refund should be calculated in terms of years and days. Re-employment within the first twelve months should be proportioned accordingly.

(*b*) In addition to the above a discount of a period equal to that by which service on redundancy was enhanced should be made from any subsequent service reckonable for terminal benefits.

(*c*) The refund of Special Capital Payment can be made

(1) On re-joining.

(2) Spread over 2 years.

(3) Extended in exceptional cases of hardship.

## V.—Men with Previous Service Re-entering to Complete Time for Pension

Subject to the five year break rule as in para. 5 above it is a requirement that in order to count previous service any service gratuity previously awarded should be refunded.

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Repayments may be made by:—

(*a*) Lump sum.
(*b*) Deductions from weekly pay.
(*c*) Deferment of repayment until final discharge.

## VI.—Pensioners—Re-employment in an Emergency

A service pensioner will, during periods of re-employment in emergency continue to receive his service pension subject to the conditions normally attached thereto.

On discharge or release from such service as a service pensioner, provided his service has been satisfactory and of at least 6 months' duration, may receive an addition to his pension of half the difference between:

(*a*) the pension for which his previous service qualified him, or would have qualified him under paragraphs 3 to 7, and
(*b*) the pension for which he would be eligible under paragraphs 3 to 7 of this schedule if his further service were added to his previous service.

No terminal grant or additional terminal grant will be payable in respect of re-employment.

No refund of Special Capital payment will be necessary from men recalled within 5 years of being discharged redundant.

## VII.—Disablement Pensions and Gratuities

1. The award of pensions and gratuities in respect of disablement attributable to service during the 1914/18 War and after 2nd September, 1939, is dealt with by the Department of Health and Social Security. Information is given on page 50.

2. Awards in respect of disablement arising from service before the 1914/18 War and during the period 1st October, 1921 to 2nd September, 1939 are made by the Navy Department, Ministry of Defence, from whom further information may be obtained.

## VIII.—Long Service Pensions, Terminal Grants and Gratuities to Ratings of the Royal Navy Locally Entered at Hong Kong.

1. The provisions of this Section apply to all ratings locally entered at Hong Kong who were discharged from the Naval Service after 31st December, 1972 (cease pay date).

### Pensions

2. Service pensions will be calculated as follows:—

| | *For each of the first 22 years of reckonable service* | *For each additional year of reckonable service* |
|---|---|---|
| | Hong Kong Dollars | |
| Able Rating .. .. | 2·00 | 4·00 |
| Leading Rating .. .. | 2·48 | 4·96 |
| Petty Officer .. .. | 2·99 | 5·98 |
| Chief Petty Officer .. | 3·40 | 6·80 |
| Fleet Chief Petty Officer | 3·73 | 7·46 |

3. A service pension assessed as in paragraph 2 may be granted to a rating who is:—

(*a*) discharged, otherwise than for misconduct or inefficiency within his own control, if he has completed at least 22 years' reckonable service;
(*b*) invalided while serving on a non-continuous service engagement, provided he has completed at least 12 years' reckonable service.

4. Where a rating is discharged for misconduct or inefficiency within his own control the grant of a pension and its amount will be at Ministry of Defence discretion.

5. A rating may be allowed, subject to the approval of the Commodore-in-Charge, Hong Kong, commutation in whole or in part of the pension for which he may be eligible under the above provisions. The lump sum payment where such commutation is allowed will be equal to ten times the annual value of the pension surrendered, provided the rating's age does not exceed 60 years. Where the age exceeds 60 years at the time of commutation, the lump sum will be reduced by 1/60th for each year or part of a year in excess of that age.

6. The provisions of Pensions Increase Schemes do not apply to pensions awarded under this Section.

### Terminal Grants

7. Ratings discharged with entitlement to a service pension under paragraph 3 will be awarded a terminal grant at three times the annual rate of pension.

8. The terminal grant of a rating who is discharged for misconduct or inefficiency which is within his own control and is awarded a pension under paragraph 4 will be of such amount as the Ministry of Defence may determine.

9. Rank for assessing the grant will be the highest paid rank held for a period of two or more years during the five years preceding discharge.

### Gratuities

10. Ratings discharged without entitlement to a service pension and who have 13 or more years reckonable service preceding discharge may be awarded service gratuities as follows:—

| *Reckonable service* | *Hong Kong Dollars* |
|---|---|
| 12 years .. .. .. .. | 2,280 |
| 13 ,, .. .. .. .. | 2,775 |
| 14 ,, .. .. .. .. | 3,360 |
| 15 ,, .. .. .. .. | 4,065 |
| 16 ,, .. .. .. .. | 4,890 |
| 17 ,, .. .. .. .. | 5,680 |
| 18 ,, .. .. .. .. | 6,510 |
| 19 ,, .. .. .. .. | 7,380 |
| 20 ,, .. .. .. .. | 8,295 |
| 21 ,, .. .. .. .. | 9,330 |

*Invaliding Gratuity*

Ratings who are invalided with insufficient service to qualify for a service pension or who have five or more years reckonable service will be eligible for a service gratuity as follows:—

| *Reckonable service* | *Hong Kong Dollars* |
|---|---|
| 5 years .. .. .. .. | 1,035 |
| 6 ,, .. .. .. .. | 1,205 |
| 7 ,, .. .. .. .. | 1,365 |
| 8 ,, .. .. .. .. | 1,535 |
| 9 ,, .. .. .. .. | 1,700 |
| 10 ,, .. .. .. .. | 1,865 |
| 11 ,, .. .. .. .. | 2,030 |

11. Where a rating is discharged for misconduct or for inefficiency within his own control the amount of the gratuity, if any, will be at Ministry of Defence discretion.

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12. A service gratuity will not be payable when the rating re-engages for further service or is discharged for the purpose of giving further service in the Armed Forces.

13. If a rating dies while serving no gratuity will be payable under this Section.

GENERAL

14. Reckonable service for the purpose of determining entitlement to pensions and gratuities and for assessing the rates will be as for naval ratings generally. In calculating reckonable service all satisfactory periods of full pay service may be aggregated except that service preceding a five year interval in service will not be reckonable service unless specially so allowed by the Ministry of Defence. No period in respect of which a gratuity other than a War Gratuity has already been paid may be allowed to reckon unless such gratuity is repaid either as a lump sum or by deductions from pay.

15. Applications on Form S.409 for the award of service pensions and gratuities, accompanied by Service Certificates, completed as far as possible up to the anticipated date of discharge, are to be forwarded to the Director General of Defence Accounts, Pay and Pensions Division, Branch 3A, HMS Centurion, Grange Road, Gosport PO 139 XA, not less than three months before the date of discharge. Authority for the payment of pension or gratuity will be issued by the Director General of Defence Accounts to the Cashier, H.M. Dockyard, Hong Kong.

16. Requests for commutation of pension under paragraph 5 should be submitted through the usual channels to the Commodore-in-Charge, Hong Hong. Where commutation is permitted, a copy of the Commodore's approval is to be forwarded to the Director General of Defence Accounts, Branch 1A, Whittington Road, Worcester. Except where the award of pension has already been made, the approval of commutation should accompany the Form S.409 Payment will be authorised by the Director General of Defence Accounts in the manner described in paragraph 15.

## VII.—Locally Entered Ratings of the Royal Navy Disablement Pensions and Gratuities

1. The following arrangements are effective from 1st November, 1967, and apply to all R.N. Locally Entered ratings for whom no other specific arrangements have been made. They will, therefore, cover St. Helenian, Bantu, Somali, Goan, and Hong Kong ratings. The awards for Hong Kong ratings are authorised in Hong Kong dollars.

*Disablement Pensions and Gratuities Allowable for Attributable Invaliding.*

2. Disablement pensions for R.N. Locally Entered ratings will be at the rates shown below for total disablement, with proportionate reductions for smaller degrees of disablement.

(*a*) Where the degree of disablement is assessed at 20 per cent and upwards the invalid may be awarded a pension, either temporarily or permanently according to the circumstances of the case, on the basis of a maximum scale of £3·80 a week for Chief Petty Officers and Petty Officers, £3.74 a week for Leading ratings and £3·68 a week for lower ratings for total disablement (100 per cent); lower degrees of disablement carry proportionately reduced rates. (The rates for Hong Kong ratings are: $60·80, $59·80 and $58·80 respectively.)

(*b*) If the degree of disablement be assessed at less than 20 per cent, the invalid may be awarded a gratuity appropriate to the degree of disability but not exceeding £240·50 (Hong Kong $3848).

(*c*) The award of disablement compensation is subject to the same conditions as for invalids generally.

*Gratuities for Minor Injuries for which Hurt Certificates are granted.*

3. Gratuities may also be granted on discharge at Ministry of Defence discretion in respect of slight permanent injury due to the service, for which a Hurt Certificate was granted, when discharge is totally unconnected with the injury, and any other compensation awarded is based on length of service only.

## VIII.—Ratings Locally Entered at Singapore Disablement Pensions and Gratuities

1. The following arrangements are effective from 1st January, 1960, in respect of attributable disablement:—

*Disablement Pensions*

2. Where the degree of disablement is assessed at 20 per cent or more, the rating may be awarded a pension, either temporarily or permanently according to the circumstances of the case. The following table gives the pension rates for 100 per cent disablement; lower degrees of disablement carry proportionately reduced rates:—

| *Rank* | *Monthly* $ |
|---|---|
| Able Rating .. .. .. .. | 70.00 |
| Leading Rating .. .. .. | 75.60 |
| Petty Officer .. .. .. .. | 81.20 |
| Chief Petty Officer .. .. .. | 86.80 |

The disablement pension is to be added to any service pension for assessment of cost of living allowance.

3. A monthly allowance may be paid in respect of a wife and/or up to six children. Where the husband's disablement is assessed at 100 per cent, the wife's allowance is $15.40 and each child's allowance $11.75, pro rata for other assessments. The allowance may be granted to children under the age of 17 and at the discretion of the Ministry of Defence to those over 17 who cannot support themselves because of an infirmity which arose before they reached that age, or as to students or apprentices.

4. Allowances may also be approved for treatment, constant attendance, wear and tear of clothing, lowered standard of occupation and education of children under the general conditions applicable to members of the Federation Armed Forces.

*Gratuities*

5. Where the degree of disablement is assessed at less than 20 per cent, the rating may be awarded a gratuity appropriate to the injury but not exceeding $1040, or a temporary allowance with or without a terminal gratuity.

## IX.—Greenwich Hospital Pensions and Benefits

### A.—Special Pensions and other Benefits of Greenwich Hospital

1. Under the Greenwich Hospital Act of 1869,

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Seamen and Royal Marines are admitted to the benefits of Greenwich Hospital. By the term "Benefits of Greenwich Hospital" is meant the grant of special pensions from the funds of Greenwich Hospital, to Seamen and Royal Marines of good character who have been discharged from Her Majesty's Service, and are permanently or temporarily unable to maintain themselves.

2. The undermentioned persons shall be considered eligible for the benefits of Greenwich Hospital if infirm or helpless, or permanently or temporarily unable to maintain themselves:—

Class I.—All seamen and marines who have been granted naval pensions for life.

Class II.—All seamen and marines who have served with good characters for 12 years continuously, or with short intervals.

Class III.—All seamen and marines who, having served for not less than 5 years (including Boy's service, if any) have been discharged as permanently unfit for Naval service.

Class IV.—All seamen and marines who were discharged or invalided on account of disease or injuries received as attributable to the service of the Crown.

Class V.—Seamen and marines whose claims may be considered special and exceptional, not coming within the above-mentioned classes.

3. Seamen and Royal Marines coming within any of the above classes, whose claims to the benefits of Greenwich Hospital have been allowed may, after examination and having regard to the applicants' means, be allowed special pensions from the funds of Greenwich Hospital not exceeding £1·75 a week.

Special pensions may be drawn by men residing in the Commonwealth.

4. Civil and Army pensioners who, in consequence of naval or maritime service, may be eligible for the benefits of Greenwich Hospital, may be granted special pensions.

5. Time served in the Army shall not be allowed to reckon with subsequent naval service for the benefits of Greenwich Hospital.

6. Yard craft personnel and Riggers on the Wages List who have been granted superannuation, and were entered prior to 1st April, 1953, as well as those who have been granted naval pensions, or who have been pensioned under the old dockyard regulations, shall be considered eligible for all the benefits of Greenwich Hospital, but breakwater men are not eligible for those benefits.

7. *Persons ineligible.*—The following persons shall not be considered eligible for the benefits of Greenwich Hospital:—

(*a*) men who are materially able to contribute to their own support;

(*b*) men with less than 12 years' service, however old they may be, who were discharged in good health and do not come under Class V of paragraph 2;

(*c*) men whose general character has been inferior to "good" unless there are special circumstances;

(*d*) men in Public Assistance Institutions, unless the Authority concerned will allow the pensioner to retain the whole of the Greenwich Hospital Special Pension.

8. All applications for the benefits of Greenwich Hospital shall be made to the Director of Greenwich Hospital, 13 Devonshire Square, London, E.C.2. A medical survey will be held on each applicant under 70 years of age to ascertain the degree in which he can contribute towards his own support, and on this report a decision will be formed by the Admiralty Board as to the claims of the applicant upon the funds of Greenwich Hospital.

### B.—Pensions to Widows and Gratuities to Dependants

Under the Greenwich Hospital (Widows' Pensions and Dependants' Gratuities) Order, 1960, widows of Seamen and Marines may be granted pensions and Dependants may be granted gratuities subject to the following conditions:—

1. In cases of exceptional financial distress Pensions of up to £1·00 per week may be granted by the Admiralty Board out of the funds of Greenwich Hospital to the widow of any person deceased, whether before or after the passing of the Greenwich Hospital Act, 1947, while serving, or having served, as a non-commissioned officer, Petty Officer or man of the Royal Navy or Royal Marines or of any naval reserve force. Awards of these pensions will be granted only in very exceptional necessitous circumstances.

2. Owing to the limited funds available for this benefit, the total number of awards in force at any one time will be small. Priority will be given to the following classes, and awards will normally be restricted to these classes:—

(*a*) widows of men who have given not less than 22 years' service in the Royal Navy or 21 years in the Royal Marines;

(*b*) widows of men who, having given a shorter period of service, died while serving, or were invalided.

Awards will be made on a temporary basis, and will be subject to periodical review at such intervals as the Admiralty Board may decide.

3. A widow in receipt of a pension in respect of the attributability of her husband's death to Her Majesty's Service will be ineligible for the above pension.

4. If a widow re-marries her pension will cease.

5. Pensions and allowances are tenable subject to good behaviour and are granted at the discretion of the Admiralty Board. They cannot be claimed as a right. Any assignment, sale or contract relating to a pension is void.

6. Widows without children under 15 years of age shall, if so required, be medically surveyed by an approved Surgeon and Agent in order to ascertain the degree, if any, and probable duration of any infirmity.

7. Widows will be required to make a declaration quarterly or whenever it be considered necessary, before a duly authorised person, as to their continued widowhood and distressed circumstances.

8. The number of Greenwich Hospital widows pensions in force shall be such number as the available funds of Greenwich Hospital may admit.

9. In the event of men specified in paragraph 1 of these Regulations dying as widowers or without having been married, but leaving parents or other relatives dependent upon them, gratuities not exceeding £50 may be given at the discretion of the Admiralty Board to such parents or relatives (provided the total expenditure on such gratuities shall not exceed in any one year the sum of £500). No gratuity will be payable in any case where the death of the man has been accepted as attributable to Service.

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## PENSIONS AND GRATUITIES TO THE WIDOWS, CHILDREN AND CERTAIN OTHER DEPENDENT RELATIVES OF NAVAL RATINGS AND ROYAL MARINES (OTHER RANKS)

*Attributable Pensions*

1. Awards in respect of deaths attributable to service after 2nd September, 1939, are governed by the regulations of the Department of Health and Social Security which are shown on page 50. The regulations governing the award of pensions in respect of deaths attributable to the conditions of service between 1st October, 1921 and 2nd September, 1939, were last promulgated in the June 1956 edition of the Appendix to the Navy List.

*Service Pensions (Non-Attributable Death)*

2. The following scheme of ordinary pensions applies to the families of R.N. ratings and R.M. other ranks who gave service reckonable for pension after 31st August, 1950, provided that the husband was entitled to a service pension, or, if he dies while serving, would have been so entitled if he had been invalided on the day he died. The condition regarding service after 31st August, 1950, does not apply for widows of Regimental Sergeants-Major, R.M.

(*a*) For the widow—One-third of her husband's service pension as defined in paragraph 3, or the rates set out in paragraph 4, if more favourable.
(*b*) For each child under 16 years of age (unless motherless)—One-third of the widow's pension.
(*c*) For each motherless child under 16 years of age—Two-thirds of the rate which the widow received or would have received.

3. For the purpose of paragraph 2 above, the rate of service pension will be the rate which was in payment to the husband at the date of his death, with the addition of pensions increase, if not already in payment, or, if he had commuted, the full pension with pensions increase. When death occurs whilst serving, the rate will be the amount to which he would have been entitled if he had been invalided on the day of his death.

4. If the rates of pension calculated in accordance with paragraph 2 would be less than those set out below, the latter will be payable:—

| | *Weekly Rates (As from 1st December 1972)* | *Annual Rates* |
|---|---|---|
| | £ | £ |
| Regimental Sergeant Major, R.M./Fleet Chief Petty Officer .. .. .. | 3·30 | 172·19 |
| Quartermaster Sergeant, R.M. .. .. .. .. .. .. .. | 3·04 | 158·62 |
| Chief Petty Officer/Colour Sergeant, R.M. .. .. .. .. .. | 2·84 | 147·14 |
| Petty Officer/Sergeant, R.M. .. .. .. .. .. .. .. | 2·44 | 127·32 |
| Leading Rating/Corporal, R.M. and below .. .. .. .. .. | 1·85 | 96·53 |

**General Conditions for Award**

5. A pension cannot be claimed as a right. It may be withheld or reduced at the discretion of the Admiralty Board if the wife was separated from her husband at the time of his death, and in certain other circumstances.

6. A widow is ineligible for a pension if the marriage took place after her husband's final discharge from pensionable naval service.

7. A widow's pension will cease on her re-marriage, but if she again becomes a widow, the pension may be restored at the discretion of the Admiralty Board.

8. Children's pensions will be given where the widow is (or would, if living, have been) eligible for pension. In addition to children of the rating or other rank, adopted children and step-children will, subject to certain conditions, be eligible. Pensions will be payable normally up to age 18 in respect of the children of Regimental Sergeants-Major, R.M., and up to age 16 in respect of the children of naval ratings and Royal Marines, but may be paid beyond those ages in certain circumstances (e.g. during further education).

**Gratuities to Widows, etc.**

9. This is a benefit for the widows of regular ratings and other ranks who die while serving or during re-employment.

The amount of the gratuity will be as follows:—

(*a*) where a Terminal Grant would have been payable on invaliding, a gratuity equal to the Terminal Grant to which the rating or other rank would have been entitled.
(*b*) where no Terminal Grant would have been payable, the following are the rates of gratuity payable from 1st April 1972 to those widows of U.K.-based ratings and other ranks who die while serving on full pay on a regular engagement on or after 31st March, 1972.

| | |
|---|---|
| Less than 4 years' service .. .. .. .. .. .. .. .. .. .. .. | £230 |
| 4 years' service .. .. .. .. .. .. .. .. .. .. .. | £265 |
| 5 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | £310 |
| 6 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | £350 |
| 7 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | £395 |
| 8 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | £435 |
| 9 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | £475 |
| 10 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | £515 |
| 11 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | £560 |

Thence by increments of £45 for each additional year of service which would have reckoned for service gratuity.

10. Normally the gratuity will be payable in full to the widow. It may, however, be withheld or reduced where the widow was separated from her husband. Where there are children not dependent on the widow, part of the gratuity may be withheld from her and paid for the benefit of the children. Where there are children but no widow, the gratuity may be paid in whole or in part for the benefit of the children. Children dependent on women members of the Forces who die while serving will similarly be eligible for gratuities in certain circumstances.

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## GRATUITIES TO RELATIVES OF LOCALLY ENTERED RATINGS OF THE HONG KONG AND GOAN DIVISIONS

*Where Death is not Attributable to Service*

1. A gratuity may be granted at Ministry of Defence discretion to one dependent relative of Locally Entered ratings, who die whilst serving in the Royal Navy, on the following scale:—

(*a*) Where the rating had five or more years' reckonable service, but less than 12 years, a gratuity of 640 HK$ for Hong Kong ratings; 69.32 dinars for Goan ratings;

(*b*) Where the rating had twelve or more years' reckonable service, but less than 22 years, a gratuity equal to the amount of the gratuity the rating would have received if he had been discharged from the Service in the normal way on the day he died;

(*c*) Where the rating had 22 or more years' reckonable service, a gratuity of 3,520 HK$ for 22 years' service with an addition of 320 HK$ for each complete year of service thereafter for Hong Kong ratings;—381.32 dinars for 22 years' service with an addition of 34.67 dinars for each complete year of service thereafter for Goan ratings.

(*d*) Where the rating had 22 or more years' reckonable service and would have been eligible for a terminal grant in addition to any other non-effective benefits, a sum equal to 90 per cent of the amount of the terminal grant for which the rating would have been eligible if he had been discharged in the normal way on the day he died may be added to any gratuity payable under Sub-clause (*c*) above.

2. The only dependent relatives eligible for consideration for the award of a service gratuity are:—

(*a*) Widow

(*b*) Children (including step-children and illegitimate children) under the age of 14 years.

*Where Death is Attributable to Service*

3. Provided the conditions regarding relationship, age and dependency are satisfied, a gratuity not exceeding the amount of two years' pay attaching to the substantive rating and any Good Conduct Badges held at the time of his death, subject to a maximum of 5,680 HK$ for Hong Kong ratings and £355 for Goan ratings, may be granted at the discretion of the Ministry of Defence to dependent relatives of a deceased rating whose death is certified by the competent naval medical authority to have been caused by the conditions of his service.

4. The following dependent relatives only will be eligible for consideration for the award of a gratuity:—

(*a*) Widow;

(*b*) Children (including step-children and illegitimate children) under 14 years of age;

(*c*) Parents who are in pecuniary need or are incapable of self-support through age or infirmity, and who were wholly or partly dependent on the deceased rating at the time of his death, provided that the deceased did not leave a widow or eligible child.

(*d*) Brothers and sisters who were largely dependent on the deceased rating at the time of his death, provided that they are in pecuniary need, and provided the deceased did not leave a widow or eligible child.

5. Where an attributable gratuity is awarded, a modified service gratuity may be granted in addition, assessed as at paragraph 1 above, but reduced by 25 per cent. Such a gratuity may only be awarded to a rating's widow or children.

### Ratings entered at Singapore

The grant of a pension or gratuity and the amount of the award will be at the discretion of the Admiralty Board.

*Attributable Death*

1. A pension may be awarded to the widow and/or other dependent relatives. The maximum awards payable to widows are as follows:—

| *Rank* | *Monthly rate of basic pension* |
|---|---|
| Able Rating | $56.00 |
| Leading Rating | $57.50 |
| Petty Officer | $58.50 |
| Chief Petty Officer | $60.00 |

2. An allowance of $16.80 a month may be paid in respect of each eligible child, or, in the case of motherless children, $21 a month up to the age of 15 and $30.80 a month above that age. An allowance of $40.60 a month may be granted to children over 17 who cannot support themselves because of an infirmity which arose before they reached that age.

Education allowance may be awarded.

3. Cost of Living Allowance is payable on dependent's pensions.

4. A Gratuity may be paid, in addition, to the widow of a rating who is killed in action or while flying on duty, or who dies within 7 years of injuries sustained in such circumstances. The maximum gratuities payable are as follows:—

| *Rank* | *Gratuity* |
|---|---|
| Able Rating | $466 |
| Leading Rating | $513 |
| Petty Officer | $560 |
| Chief Petty Officer | $606 |

*Non-Attributable Death*

When a rating dies while serving, his widow or other dependent relative may be considered for the award of a gratuity of up to the amount of his basic pay for one year. When a man dies within one year of discharge to pension an award may be made of up to one year's basic pay less any service pension or lump sum paid.

## PENSIONS INCREASE SCHEMES

1. Pensions Increase schemes are introduced periodically with the object of making additions to existing pensions. The effect of the various schemes are briefly summarised here. This summary is not to be taken as superseding or overriding the regulations contained in the Orders-in-Council, which give full details of, and define precise conditions for, the issue of pensions increases.

PENSION CATEGORIES TO WHICH THESE SCHEMES APPLY.

2. The main pensions to which these schemes relate are:—

(*a*) Officers' service retired pay, compassionate allowances and the service portion of disability retired pay.

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(*b*) service retired pay and the service portion of disability retired pay of officers of the Women's Royal Naval Service and of Queen Alexandra's Royal Naval Nursing Service and Nursing Service Reserve and of the Naval Nursing Auxiliary Section.
(*c*) men's and women's service pensions, including elements for rank and age, and additions for war service.
(*d*) pensions payable under Order-in-Council of 23rd May 1952, and previous orders relating to Riggers, Yardcraft personnel and certain Shipwrights.
(*e*) pensions payable under appropriate Orders-in-Council relating to European and Indian members of the Hong Kong Dockyard Police, and European and Indian (or otherwise Asian) members of the Singapore Dockyard Police.
(*f*) family pensions.
(*g*) pensions for distinguished conduct. (Additions to pensions in respect of gallantry awards are, for the purpose of pensions increase schemes, regarded as forming a part of the pension to which they are attached.)
(*h*) meritorious service annuities payable to Royal Marines when the recipient is also receiving another pension increasable under these schemes.
(*i*) Retired Officers' Naval Pensions and Good Service Pensions.
(*j*) any award increased or increasable under Orders-in-Council of 13th August 1920, or 8th December 1924.
(*k*) pensions of Officers and certain ratings of the Royal Fleet Auxiliary Service.
(*l*) service retired pay of Officers of the former Royal Indian Navy.

## CONDITIONS OF ELIGIBILITY

3. Pensions to which these schemes relate may be increased provided:—
(*a*) the pensioner has reached the age of 55 years or, where the pension is a widow's pension, 40 years, or
(*b*) the pensioner, if receiving a pension as a child of a deceased officer, rating or other rank, is under 16 or, if over 16, is receiving full-time instruction in an educational establishment or is undergoing training for a trade, profession or vocation in circumstances that require him to devote the whole of his time to that training for a period of not less than two years; or
(*c*) the pensioner was invalided from naval service other than re-employed service; or
(*d*) the pensioner is a woman with at least one dependant who is wholly or mainly dependent on her and where the dependant's circumstances are the same as those of a pensioner defined at (*b*); or
(*e*) the pensioner is permanently incapacitated by physical or mental infirmity from engaging in any regular full-time employment.

## METHODS OF COMPUTING INCREASES

4. The actual increases under each scheme are shown separately at the end of this section. They are subject to the following provisions:
(*a*) Where the increase is expressed as a percentage, it is applied to the sum of the basic pension and awards under all previous Pensions Increase schemes. Exceptionally the percentage increase under the 1956 scheme is applied only to the basic pension.
(*b*) In computing the increases under the 1959 and subsequent schemes, a fraction of a pound in an annual rate of pension is treated as a whole pound, and a fraction of £0·025 in a weekly rate of pension is treated as £0·025 for the purpose of the calculation only. The increase is added to the actual pension in payment.
(*c*) Where any part of a pension, which is increasable under a pensions increase scheme, has been commuted on or after the operative date of a particular pension increase scheme, it continues to be eligible for the increases due from the current and earlier (but not subsequent) pension increase schemes.
(*d*) The pension increases under the 1944–47 and 1952 schemes are subject to certain limitations at various points of the pension range. Where a naval pensioner is also in receipt of one or more of certain other public service pension, as defined by Order-in-Council, the pensions are aggregated for the purpose of determining the appropriate ceiling.

## SPECIAL PROVISIONS

5. The retired pay and additional retired pay granted to officers in respect of certain salaried appointments for which provision is made in Orders-in-Council dated 13th December, 1921 (No. 207*/CE), 26th May, 1925 (No. 114A/CE), 23rd July, 1931 (No. 96/CE), and subsequent amending Orders-in-Council may be increased as follows:—
(*a*) Under Measures up to and including that of 1966:
(i) the retired pay earned by service on the Active List is increased by the amount of pensions increases appropriate to the date of the officer's final retirement: the additional retired pay earned by service in the salaried appointment after being placed on the Retired List is then added to the original retired pay, increased as above and the whole amount treated as a civil pension dating from final retirement; but
(ii) where the increase payable under (i) above is less than the increase that could be given solely on the rate of retired pay awarded for service on the active list, then the latter increase is to be given.
(*b*) Under the 1969 Measure:
The increase shall be the difference between the award of retired pay, including pensions increases, in payment prior to 1st April, 1969 and the sum of
(i) the Service retired pay earned by service on the Active List increased in accordance with the general conditions by the pensions increases, including the increase provided for in this Order, applicable to the retired pay code under which this element of retired pay was awarded; plus
(ii) the additional retired pay earned by service in the salaried appointment increased in accordance with the general conditions by the pensions increases, including the increase provided for in the Pensions (Increase) Act 1969, applicable to a civil pension commencing on the date of final retirement.

6. The pensions specified at sub-paragraphs 2 (*d*) (*e*) and (*k*) may be increased only by the extent to which a corresponding award under the Superannuation Acts would have been increasable under the appropriate Pensions (Increase) Acts.

## DETAILS OF INCREASES

### 1944–47 AND 1954 SCHEME

7. This scheme applies to all awards made under regulations operative before 19th December 1945, except those awards specifically excluded from subsequent review.

8. The maximum increase admissible is as follows:—

| *Where the pension exceeds* | *But does not exceed* | *The amount of the increase will be* |
|---|---|---|
| — | £100·00 | 40 per cent of the pension |
| £100·00 | £133·3334 | £40 |
| £133·3334 | £200·00 | 30 per cent |
| £200·00 | — | £60 on all pensions |

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9. Certain officers' retired pay based on rates authorised by Order-in-Council 4th May 1935 and certain pensions to Riggers, Yardcraft personnel and certain Shipwrights payable under Order-in-Council 27th October 1936, were awarded a special 10 per cent increase under this scheme which was not subject to the normal conditions of eligibility. The categories and their entitlement are defined precisely in Orders-in-Council 28th September 1944, 24th January 1945, 2nd April 1947 and 3rd June 1954. Awards under paragraph 9 to these categories are limited to the excess of these increases over the special 10 per cent increase.

1952 SCHEME

10. In the case of pensions in categories 2 (*d*) (*e*) and (*k*), this scheme applies to awards beginning before 1st April 1952 and the increase will be as prescribed in paragraph 6.

11. The undermentioned increase applies to,
(*a*) all awards made under codes operative before 1st September 1950 for categories 2 (*a*) (*b*) (*c*) (*f*).
(*b*) all awards made in respect of service before 1st April 1947 for category 2 (*g*).
(*c*) all awards for categories 2 (*h*) (*i*) (*j*) (*l*).

12. The increase is as follows:

£26 a year, or in the case of pensions assessed at weekly or daily rates £0·50 a week, but in no case is it to exceed one-third of the rate of pension including any increase granted under former schemes.

1956 SCHEME

13. In the case of pensions in categories 2 (*d*) (*e*) and (*k*) this scheme applies to awards beginning before 1st January 1950 where the pension is calculated on emoluments of £1,500 a year or more, and before 1st April 1954 in all other cases and the increase will be as prescribed in paragraph 6.

14. The undermentioned increase applies to,
(*a*) all awards made under codes operative before 1st January 1956 for categories 2 (*a*) (*b*) (*c*).
(*b*) all awards made to the remaining listed categories.

15. Except in the cases specified in paragraphs 16 and 17 below, the increase is 10 per cent of the basic pension, as described in paragraph 4 (*a*), but subject to a maximum increase of £100 a year.

16. In the case of Officers' retired pay assessed under regulations having effect from a date after 31st August 1950, where the award takes into account service in ranks or equivalent ranks above that of Commander, the increase shall be the following percentage of the basic pension:—
(*a*) Where the rate of retired pay takes into account less than 6 years' service as Captain R.N., or service as Lieutenant-Colonel, Royal Marines, 7½ per cent.
(*b*) Where the rate of retired pay takes into account over 6 years' service as Captain, R.N., or service as Colonel, Royal Marines, 5 per cent.
(*c*) Where the rate of retired pay takes into account service in a rank higher than Captain, R.N. or Colonel, Royal Marines, 2½ per cent.

*Note.*—For Paymasters, Barrackmasters and Quartermasters, Royal Marines, and for all Chaplains except Chaplains of the Fleet, the rate of percentage increase will, however, be determined as follows:—

| | |
|---|---|
| (1) If the rate of basic pension is £675 per annum or less .. | 10 per cent |
| (2) If the rate of basic pension is above £675 per annum .. | 7½ per cent |

17. In the case of family pensions awarded or assessed under regulations having effect from a date after 30th November 1952, the increase shall be 5 per cent of the basic pension.

1959 SCHEME

18. In the case of pensions in categories 2 (*d*) (*e*) and (*k*) this scheme applies to awards beginning before 2nd April 1957 and the increase will be as prescribed in paragraph 6.

19. The undermentioned increase applies to,
(*a*) all awards made under codes operative before 4th November 1958 for categories 2 (*a*) (*b*) (*c*) (*f*).
(*b*) all awards made to the remaining listed categories.

20. The appropriate percentage increase shall be as follows:—
(*a*) for pensions (other than family pensions) assessed in accordance with regulations which were in force before 1st April 1956, 12 per cent;
(*b*) for pensions (other than family pensions) assessed in accordance with regulations introduced after 31st March 1956, but excluding any awards made under regulations introduced on or after 4th November 1958, 4 per cent;
(*c*) for family pensions assessed in accordance with regulations which were in force before 4th November 1958, 10 per cent.

21. Where the service retired pay award to an officer retiring after 3rd November 1958, is assessed under regulations in force prior to 4th November 1958, but with an addition to that retired pay provided under regulations introduced on or after 4th November 1958, pensions increase under this scheme shall not be admissible. The officer, however, may be granted instead his service retired pay award with, in lieu of the said addition, the appropriate pensions increase thereon.

1962 SCHEME

22. In the case of pensions in categories 2 (*d*) (*e*) and (*k*), this scheme applies to awards beginning before 2nd April 1961 and the increase will be as prescribed in paragraph 6.

23. The undermentioned increases apply to,
(*a*) all awards made under codes operative before 1st January 1963 for categories 2 (*a*) (*b*) (*c*).
(*b*) all awards made to the remaining listed categories.

24. The increases comprise:
(*a*) the appropriate percentage, as set out in Clause 25 of the retired pay or pension being paid to the pensioner at the time when the increase becomes payable, including any pension increase awarded or admissible under former Pensions Increase Orders-in-Council; and
(*b*) the additional increase as set out in Clause 26 to all pensioners who receive the percentage in (*a*) and who either have already reached or subsequently attain the age of 70; provided that, in the latter case, the additional increase is to take effect and become payable only when the pensioner attains the age of 70.

25. The amounts of the percentage increases under sub-Clause 24 (*a*) are as follows:—
(*a*) Twelve per cent for—
(1) the service retired pay or pension of officers of the Women's Royal Naval Service, Queen Alexandra's Royal Naval Nursing Service and Nursing Service Reserve and the Naval Nursing Auxiliary Section, and for men's and women's service pensions, and for family pensions, assessed in accordance with regulations which were effective before 1st April 1959.
(2) the service retired pay or pension of officers (other than women officers and permanent and temporary officers on the Special Duties List in receipt of awards designated in sub-paragraph 25 (*b*) (1) following) assessed in accordance with regulations which were effective before 1st April 1960;

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(3) the family pensions of widows and children of naval ratings and Royal Marine other ranks awarded at minimum rates, effective from 1st April 1959.

(*b*) Six per cent for—

(1) the service retired pay or pension of women officers and permanent and temporary officers on the Special Duties List, if increased in accordance with regulations introduced with effect from 1st April 1959 and in force before 1st April 1960. Officers on the Special Duties List to whom this sub-Clause relates may however be granted instead service retired pay under regulations in force before 1st April 1959, with the appropriate pensions increase thereon;

(2) men's and women's service pensions and the pensions named in sub-Clauses 2 (*g*) and (*h*) if assessed in accordance with regulations introduced with effect from 1st April 1959, and in force before 1st April 1962.

(*c*) four per cent for officers' service retired pay in the categories named in sub-Clauses 2 (*a*) and (*b*) assessed in accordance with regulations introduced with effect from 1st April 1960, and in force before 1st April 1962, whether or not the awards were made before the latter date.

(*d*) In the case of family pensions assessed under regulations introduced with effect from 1st April 1959, the same percentage as would have been awarded to the officer, rating or other rank from whose service the family pension derives, had he been alive on 1st January 1963, and the relevant conditions were satisfied; provided, however, that where it is more favourable a family pension may be increased instead by an amount equal to the amount by which the pension falls short of the minimum rate of family pension effective from 1st January 1963, which may be awarded in respect of an officer, rating or other rank of the same rank or rate. No increase to be awarded under this Schedule in respect of death on or after 1st January 1963.

26. (*a*) Subject to sub-Clause 26 (*b*) hereunder the additional increase under sub-Clause 24 (*b*) is as follows:—

(1) for pensions defined in sub-Clause 25 (*a*) £20 a year or, in the case of pensions assessed at weekly rates, £0·3834 a week;

(2) for pensions defined in sub-Clause 25 (*b*) £10 a year or, in the case of pensions assessed at weekly rates, £0·1917 a week;

(3) for pensions defined in sub-Clause 25 (*c*) £7 a year or, in the case of pensions assessed at weekly rates, £0·1334 a week;

(4) for pensions defined in sub-Clause 25 (*d*) the increase which would have been awarded to the officer, rating or other rank from whose service the pension derives, had he been alive on 1st January 1963, and of the same age as the pensioner; provided that, where an increase is granted to give a pension equivalent to a pension increased under sub-Clause 25 (*a*) the additional increase shall be as for a pension defined under sub-Clause 26 (*a*) (2) and provided that, where it is more favourable to the pensioner, additional increase may be granted instead of an amount equal to the amount by which the pension falls short of the minimum rate of family pension applicable to pensioners aged 70 years or more, effective from 1st January 1963, which may be awarded in respect of an officer, rating or other rank of the same rank or rate.

(*b*) No additional increase under this Clause is to exceed one quarter of the pension payable to the pensioner before receiving any increase payable under Clause 24.

Where a pensioner received more than one pension to which this Schedule applies, the aggregate increase under sub-Clause 24 (*b*) on all such pensions is to be restricted to the increase which would have been given on a single pension equal to their total and beginning at the time when the earliest of them began. The increase on each individual pension is to be calculated by dividing the aggregate increase between the pensions in proportion to the increases which would have been given apart from this restriction.

1966 SCHEME

27. In the case of pensions in categories 2 (*d*) (*e*) and (*k*) this scheme applies to awards beginning before 2nd April 1964 and the increase will be as prescribed in paragraph 6.

28. The undermentioned increases apply to,

(*a*) all awards made under codes operative before 1st January 1966 for categories 2 (*a*) (*b*) (*c*).

(*b*) all awards made to the remaining listed categories.

29. The amounts of the percentage increases are as follows:—

(*a*) Sixteen per cent for—

(1) the service retired pay or pension of officers of the Women's Royal Naval Service, Queen Alexandra's Royal Naval Nursing Service, and Nursing Service Reserve and the Naval Nursing Auxiliary Section, and for men's and women's service pensions assessed in accordance with regulations which were effective before 1st April 1959;

(2) the service retired pay or pension of officers (other than women officers and permanent and temporary officers on the Special Duties List in receipt of awards under paragraphs (A), (B) or (C) of Schedule III of Order-in-Council (No. 64* N.P.) of 24th March 1961), assessed in accordance with regulations which were effective before 1st April 1960;

(3) all family pensions awarded before 1st January 1966, at minimum rates effective before 1st January 1966.

(*b*) Twelve per cent for:—

(1) the service retired pay or pension of permanent and temporary officers on the Special List, if increased in accordance with the regulations in paragraphs (A), (B) or (C) of Schedule III of Order-in-Council (No. 64* N.P.) of 24th March 1961, and the service retired pay of women officers if awarded under the regulations in paragraph (D), of Schedule III of Order-in-Council (No. 64* N.P.) of 24th March 1961. Officers on the Special Duties List to whom this sub-paragraph relates may however be granted instead their service retired pay award, less the increase payable under Order-in-Council of 24th March 1961, with the appropriate pensions increase thereon;

(2) men's and women's service pensions if assessed in accordance with regulations introduced with effect from 1st April 1959, and in force before 1st April 1962.

(*c*) Ten per cent for officers' service retired pay assessed in accordance with regulations introduced with effect from 1st April 1960, and in force before 1st April 1962, whether or not the awards were made before the latter date.

(*d*) Six per cent for:—

(1) Officers' service retired pay assessed in accordance with regulations introduced with effect from 1st April 1962, and in force before 1st April 1964;

(2) men's and women's service pensions if assessed in accordance with regulations introduced with effect from 1st April 1962, and in force before 1st April 1964.

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(*e*) Two per cent for:—

(1) the service retired pay of officers assessed in accordance with regulations introduced with effect from 1st April 1964, and in force until superseded by subsequent regulations;

(2) men's and women's service pensions if assessed in accordance with regulations introduced with effect from 1st April 1964, and in force until superseded by subsequent regulations.

(*f*) In the case of family pensions (except those for widows and children of Admirals of the Fleet) assessed as a proportion of the retired pay or pension of the officer, rating, or other rank from whose service the pension derives, the same percentage as would have been awarded to the officer, rating, or other rank from whose service the family pension derives, had he been alive on 1st January 1966, and the relevant conditions were satisfied: provided, however, that where it is more favourable a family pension may be increased instead by an amount equal to the amount by which the pension falls short of the minimum rate of family pension effective from 1st January 1966, which may be awarded according to the rank or rate for retired pay and pension purposes of the officer, rating, or other rank from whose service the pension derives.

(*g*) In the case of family pensions awarded to widows and children of Admirals of the Fleet, ten per cent for those pensions which were based on the rate of half pay of Admirals of the Fleet as provided for in Order-in-Council (No. 64* N.P.) of 24th March 1961, and two per cent for those pensions which are based on the half pay of an Admiral of the Fleet as provided for in Order-in-Council (No. 23* N.P.) of 26th March 1964.

1969 SCHEME

30. In the cases of pensions in categories 2 (*d*), (*e*) and (*k*) this scheme applies to awards beginning before 2nd July, 1967 and the increase will be prescribed in paragraph 6.

31. The undermentioned increases apply to:—

(*a*) all awards made under codes operative before 1st April, 1968 for categories 2 (*a*), (*b*), (*c*).

(*b*) all awards made to the remaining listed categories.

32. The amounts of the percentage increases are as follows:—

(*a*) Eighteen per cent for:—

(i) Both officers' service retired pay and men's and women's service pension which were assessed in accordance with regulations effective before 1st April, 1956.

(ii) all family pensions awarded at the minimum rates effective before 1st April, 1969.

(*b*) Seventeen per cent for:—

Both officers' service retired pay and men's and women's service pensions assessed in accordance with the regulations introduced with effect from 1st April, 1956, in Order-in-Council (No. 47* NP) of 24th January, 1957.

(*c*) Fourteen per cent for:—

(i) The service retired pay of permanent and temporary officers on the Special Duties List, if increased in accordance with the regulations in paragraphs (A), (B) or (C) of Schedule III of Order in Council (No. 64* NP) of 24th March, 1961, and the service retired pay of women officers if awarded under the regulations in paragraph (D) of Schedule III of Order in Council (No. 64* NP) of 24th March, 1961. Officers on the Special Duties List to whom this subparagraph relates may, however, be granted instead their service retired pay award, less the increase payable under Order-in-Council of 24th March, 1961, with the appropriate pension increase thereon.

(ii) Men's and women's service pensions if assessed in accordance with regulations introduced with effect from 1st April, 1959 and in force before 1st April, 1962.

(*d*) Thirteen per cent for:—

Officers' service retired pay assessed in accordance with regulations introduced from 1st April, 1960, and in force before 1st April, 1962, whether or not the awards were made before the latter date.

(*e*) Eleven per cent for:—

Both officers' service retired pay and men's and women's service pensions which were assessed in accordance with regulations introduced with effect from 1st April, 1962 and were in force before 1st April, 1964

(*f*) Eight per cent for:—

Both officers' service retired pay and men's and women's service pensions which were assessed in accordance with regulations introduced with effect from 1st April,1964 and were in force before 1st April, 1966.

(*g*) Four per cent for:—

Both officers' service retired pay and men's and women's service pensions which were assessed in accordance with regulations introduced with effect from 1st April, 1966, and were in force before 1st April, 1968.

(*h*) In the case of family pensions (except those for widows and children of Admirals of the Fleet) assessed as a proportion of the retired pay or pension of the officer, rating, or other rank from whose service the pension derives, the same percentage as would have been awarded to the officer, rating, or other rank from whose service the family pension derives, had he been alive on 1st April, 1969, and the relevant conditions were satisfied and provided, however, that where it is more favourable a family pension may be increased instead by an amount equal to the amount by which the pension falls short of the minimum rate of family pension effective from 1st April, 1969 which may be awarded according to the rank or rate for retired pay and pension purposes of the officer, rating, or other rank from whose service the pension derives.

(*i*) In the case of family pensions awarded to widows and children of Admirals of the Fleet, thirteen per cent for pensions based on the rate of half pay of Admirals of the Fleet introduced from 1st April, 1960, eight per cent for pensions based on the rate of half pay of Admirals of the Fleet introduced from 1st April, 1964, and four per cent for pensions based on the rate of half pay of Admirals of the Fleet introduced from 1st April, 1966.

1971 SCHEME

33. This scheme introduces an entirely new system of increasing pensions. Its main principles are that:

(*a*) Pensions should be increased in step with increases in the cost of living and thus maintained at the level of their original purchasing power;

(*b*) reviews should be predictable and regular;

(*c*) all awards made under codes operative before 1 April 1969 should be restored to the level of their original purchasing power as at 1st April 1969;

(*d*) it compensates for the rise in the cost of living since 1st April 1969 by providing for:—

(1) an increase of 18% on awards which began on or before 1st April 1969;

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(2) an increase of 12% on awards which were assessed in accordance with regulations introduced from 1st April 1970;
(3) for awards which were assessed in accordance with regulations introduced from 1st January 1971 an increase of 6% effective from subsequent regulations or 1st September 1971 whichever is the later.

34. In the case of pensions in Categories 2(*d*), (*e*) and (*k*) this scheme applies to all awards beginning before 1st September 1971 and the increases will be prescribed in para. 6.

35. The undermentioned increases apply to:
(*a*) All awards made under codes operative before 1st September 1971 for categories 2 (*a*), (*b*), (*c*).
(*b*) All awards made to the remaining listed categories.

36. Except in the case of widows and children awards may be increased as follows:
(*a*) (1) If the pension was assessed or re-assessed in accordance with regulations which were introduced before 1st Apil 1969 the following will be compared:
(i) the awards at 1st April 1969 (including any part of the pension commuted at 1st April 1969)
(ii) the basic award plus a percentage increase in accordance with para. 37 below (less any portion commuted before 1st April 1969, adjusted as in para. 38 below).
(2) Any amount commuted during the period 1st April 1969 to 31 March 1971 will be deducted from the greater of the two figures and 18% will be added to the result; any amount commuted after 31st March will then be deducted;
(*b*) If the pension was assessed or re-assessed in accordance with regulations which were introduced after 31st March 1969 and were in force before 1st April 1970, the basic rate (less any portion commuted prior to 1st April 1971) will be increased by 18%; any portion commuted after 31st March 1971 will then be deducted;
(*c*) If the pension was assessed or re-assessed in accordance with regulations introduced from 1st April 1970 the basic rate (less any portion commuted prior to 1st April 1971) will be increased by 12% from the effective date of subsequent regulations, or from 1st September 1971 which ever is the later; any portion commuted after 31st March 1971 will then be deducted.
(*d*) If the pension was assessed or re-assessed in accordance with regulations introduced from 1st January 1971 the basic rate (less any portion commuted prior to 1st April 1971) will be increased by 6% from the effective date of subsequent regulations or from 1st September 1971 whichever is the later; any portion commuted after 31st March 1971 will then be deducted.

37. The appropriate percentage increases referred to in the Para. 36a (1) (ii) will be as follows:
(*a*) 500% for awards assessed in accordance with regulations which were in force before 1st April 1919.
(*b*) 205·2% for awards assessed or re-assessed in accordance with regulations which were introduced after 31 March 1919 and were in force before 19th December 1945.
(*c*) 134·8% for awards assessed or re-assessed in accordance with regulations which were introduced after 18th December 1945 and were in force before 1st September 1950.
(*d*) 105·9% for awards assessed or re-assessed in accordance with regulations which were introduced after 31st August 1950 and were in force before 1st April 1956.
(*e*) 50·1% for:
(1) Awards assessed or re-assessed in accordance with regulations which were introduced after 31st March 1956 and were in force before 1st April 1959;
(2) Awards assessed or re-assessed in accordance with regulations which were introduced after 31st March 1956 and were in force before 1st April 1960;
(*f*) 39·7% for
(1) Awards assessed or re-assessed in accordance with regulations which were introduced after 31st March 1959 and were in force before 1st April 1960;
(2) Awards assessed or re-assessed in accordance with regulations which were introduced after 31 March 1959 and were in force before 1st April 1962.
(*g*) 38·3% for awards assessed or re-assessed in accordance with regulations which were introduced after 31s March 1960 and were in force before 1st April 1962.
(*h*) 28·2% for awards assessed or re-assessed in accordance with regulations which were introduced after 31st March 1962 and were in force before 1st April 1964;
(*i*) 21·8% for awards assessed or re-assessed in accordance with regulations which were introduced after 31st March 1964 and were in force before 1st April 1966;
(*j*) 11·8% for awards assessed or re-assessed in accordance with regulations which were introduced after 31st March 1966 and were in force before 1st April 1968.
(*k*) 4·2% for awards assessed or re-assessed in accordance with regulations which were introduced after 31st March 1968 and were in force before 1st April 1969.
(*l*) Awards in accordance with regulations which were in force before 19th December 1945 and which were re-assessed for 1939–45 war service will be increased by the addition of 205·2% to the basic award *excluding* the element for 1939–45 war service.

38. For the purpose of Para. 36(*a*) (1) (ii) any portion of pension commuted prior to 1st April 1969 will be adjusted by the percentage shown in the Table below:

| Period when commutation took place | % |
|---|---|
| prior to 1919 | 500 |
| 1919 to 1944 | 205·2 |
| 1945 | 158·3 |
| 1946 | 134·8 |
| 1947 | 132·7 |
| 1948 | 117·9 |
| 1949 | 111·9 |
| 1950 | 105·9 |
| 1951 | 88·6 |
| 1952 | 72·8 |
| 1953 | 67·5 |
| 1954 | 64·5 |
| 1955 | 57·4 |
| 1956 | 50·1 |
| 1957 | 44·8 |
| 1958 | 40·4 |
| 1959 | 39·7 |
| 1960 | 38·3 |
| 1961 | 33·8 |
| 1962 | 28·2 |
| 1963 | 25·8 |
| 1964 | 21·8 |
| 1965 | 16·2 |
| 1966 | 11·8 |
| 1967 | 9·1 |
| 1968 | 4·2 |
| 1 Jan.–31st Mar. 69 | Nil |

39. Awards to widows (except widows of Admirals of the Fleet) at 31st August 1971 will be adjusted as follows:
(1) In the case of a widow whose husband's last day of service was:
(*a*) prior to 31st March 1969; the following figures will be compared:
(i) the award at 31st August 1971.
(ii) the appropriate fraction of the husband's basic award as increased in accordance with Para. 37. 18% will be added to the greater figure of (i) or (ii) above.

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(*b*) after 30th March 1969 and before 31st March 1970; 18% will be added to an existing award.
(*c*) after 30th March 1970 and whose award is based upon regulations which were effective from 1st April 1970; 12% will be added to an existing award from the effective date of subsequent regulations or from 1st September 1971 whichever is the later.
(*d*) after 30th December 1970 and whose award is based upon regulations which were effective from 1 January 1971; 6% will be added to an existing award from the effective date of subsequent regulations or from 1st September 1971 whichever is the later.
(*e*) Children and widows under 40 years of age will only be eligible for the foregoing increases if one of the conditions at Para. 3 is satisfied.

(2) 18% will be added to minimum rates of family pensions.

40. The pensions of widows of Admirals of the Fleet will be increased by the following percentages:

In the case of a pension based on the rate of half pay of Admirals of the Fleet introduced from:
(*a*) 1st April 1960—63·2%
(*b*) 1st April 1964—43·7%
(*c*) 1st April 1969—18%
(*d*) 1st April 1970—12%
(*e*) 1st January 1971—6%. In such a case the widow's pension will be increased from 1st September 1971 or from the effective date of a new rate of half-pay for Admirals of the Fleet, whichever is the later.

1972 SCHEME

41. Where under former Pensions (Increase) measures, an increase is not admittable unless the pensioner has reached the age of 60 years, this age shall be reduced to 55 years with effect from 1st December, 1972.

42. In the case of pensions in Categories 2(*d*), (*e*)and (*k*), the increases shall be as prescribed in para. 6.

43. The undermentioned increases apply to:—
(*a*) All awards made under codes operative before 1st December, 1972 for Categories 2(*a*), (*b*), (*c*).
(*b*) All awards made to the remaining listed Categories.

44. The appropriate percentage increase shall be as follows:—
(*a*) 9·9 per cent for awards assessed in accordance with regulations which were in force before 1st August, 1971 from the effective date of subsequent regulations or from 1st December, 1972 whichever is the later.
(*b*) 9·9 per cent for family pensions awarded at the minimum rates laid down in Order-in-Council of 4th February, 1972 (No. 45*/NP).
(*c*) 10·8 per cent for awards assessed in accordance with regulations which were introduced from 1st August, 1971.
(*d*) 5·5 per cent for awards assessed in accordance with regulations introduced from 1st January, 1972.
(*e*) 4·7 per cent for awards assessed in accordance with regulations introduced from 1st April, 1972, from the effective date of subsequent regulations or from 1st December, 1972 whichever is the later.
(*f*) for family pensions the percentage which would have been awarded to the officer, rating or other rank from whose service the pension is derived had the officer been alive on 1st December, 1972 and eligible for pensions increase whether or not the husband qualified for these increases by virtue of age or health; provided that where it would be more favourable a family pension may be increased instead by the amount by which the pension falls short of a family pension awarded at the minimum rates in Sub-Clause (*c*) above.
(*g*) in the case of family pensions awarded to widows of Admirals of the Fleet 9·9 per cent for those pensions based on rates of half pay introduced from 1st January, 1972. In the latter case the widows pension will be increased from 1st December, 1972 or from the effective date of a new rate of half pay for Admirals of the Fleet whichever is the later.

## DEPARTMENT OF HEALTH AND SOCIAL SECURITY AWARDS IN RESPECT OF DISABLEMENT OR DEATH ATTRIBUTABLE TO SERVICE

1. Awards in respect of disablement or death of officers and ratings arising out of service during the 1914–18 War or service after 2nd September, 1939, are made by the Department of Health and Social Security under the provisions of Orders in Council. Awards in respect of disablement or death arising from service before the beginning of the 1914–18 War or during the period 1st October, 1921 to 2nd September, 1939 are made by the Ministry of Defence.

2. An outline of the awards made by the Department of Health and Social Security is set out for general guidance in the following paragraphs. Further information may be obtained from the local offices of the Department or from the Navy Department, Ministry of Defence. Copies of the regulations are also held by Family Welfare Sections and Royal Naval Hospitals.

*Awards for Disablement*

3. Disablement awards are payable on retirement or discharge from the service as follows:—
(*a*) Where the degree of disablement is assessed at 20 per cent or more, an award will be made on the following basis:
(1) Officers eligible to receive service retired pay may receive an addition to their retired pay which varies with the degree of disablement but not with rank.
(2) Officers (other than those covered by (1)) and ratings receive disablement retired pay or pension varying with the degree of disablement and also with rank.
(*b*) Where the degree of disablement is assessed at less than 20 per cent a gratuity will be awarded according to the degree of disablement and rank.

4. Allowances are payable for a wife and/or dependent children. A disabled woman member may receive an allowance for a dependent incapacitated husband.

5. The following supplementary allowances may also be awarded in certain circumstances:—
Education allowance for children.
Constant Attendance allowance.
Unemployability Supplement.
Comforts allowance.
Exceptionally severe disablement allowance.
Severe disablement occupational allowance.
Allowance for lowered standard of occupation.
Age allowance.
Allowance for wear and tear of clothing.
Treatment allowance.

*Awards for Death*

6. Pensions may be awarded to widows, to dependent incapacitated widowers, to parents and other dependants.

7. The rate of a widow's pension varies with the husband's rank. A special lower scale applies for the widows of ranks up to that of Commander who are

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childless and under 40 years of age. An Age Grant is payable in addition to pension to widows aged 70. The pension payable to a widower is based on dependency and need.

8. Allowances may be payable for the children of a deceased officer or rating and, in certain circumstances, for their education. Where a widow has an eligible child living with her she may also be awarded a rent allowance.

9. Pensions to parents and certain other relatives are payable where the claimant was dependent upon the deceased member; the rates vary according to need.

*Rights of Appeal*

10. There is a right of appeal to an independent Pensions Appeal Tribunal against decisions as to entitlement and assessment made under the regulations for the 1939–45 War and later, and in certain cases against the rejection of a widow's claim for pension in respect of her husband's service in the 1914–18 War. Where there are no formal appeal rights the claimant may ask for his case to be considered by the independent War Pensions Committee, which can make recommendations to the Department.

*Claims*

11. Officers and ratings who wish to make a claim for a disablement award should apply, either in writing to:—

The Controller,
Department of Health and Social Security,
Blackpool Central Office,
Norcross,
Blackpool,
Lancs.

or in person to their local office of the Department, the address of which can be obtained from any Post Office. When an officer or rating is invalided from the Service his case is referred by the Navy Department, for consideration by the Department of Health and Social Security.

**NAVAL AUXILIARY PERSONNEL SCHEME, 1964**

1. Awards in respect of the disablement or death of naval auxiliary personnel attributable to detention or injuries sustained as a result of service since 3rd September, 1939, are made by the Department of Health and Social Security under the War Pensions (Naval Auxiliary Personnel) Scheme, 1964.

2. The Scheme provides for naval auxiliaries and their dependants benefits similar to those provided for members of the Royal Navy. Further information may be obtained from the Department of Health and Social Security or the Navy Department, Ministry of Defence.

## OFFICERS EMPLOYED ON INSPECTION, RESEARCH, DESIGN AND EXPERIMENTAL ORDNANCE DUTIES, &c.—CONDITIONS OF SERVICE

The following regulations govern, with effect from 21st November, 1929, the conditions of service of Naval and Royal Marine Officers employed on Inspection, Research, Design and Experimental Ordnance Duties, etc., as indicated in paragraph 4 below. They do not apply to any civilians so employed.

1. Regulations relating to Recruitment and Probation have been omitted from this issue as recruitment under these conditions has ceased. Regulations for recruitment under a modified scheme are published from time to time in Defence Council Instructions (Royal Navy).

2. Officers holding permanent appointment under the scheme will not be eligible to revert to sea service or corps duty.

Officers will be interchangeable, so far as efficiency permits, between the various branches, though it is contemplated that some will display special capacity and preference for a particular branch, and it may prove to the advantage of the Service to allow such Officers to devote a large proportion of their service to that branch.

In order to give opportunity for judging the relative suitability of Officers for the various types of work for the first 8 years after the completion of the probationary period, Officers will normally be appointed for terms of 2 years only. Endeavour will be made to give each Officer one period, extra murally, in any relevant research and development project team in the controllerate of R and D Establishments and Research within the Procurement Executive, though the number of posts available will not permit this to be done in all cases.

Appointment to the senior posts and higher posts (paragraph 4) will be in vacancies, and will be made solely by selection.

After the initial 10 years mentioned above, all appointments will be normally for 4 years.

*Note.*—

(*a*) The duration of all appointments will be subject to the exigencies of the Service, and while, in normal circumstances, the duration will be as given above, appointments may be curtailed or extended at the discretion of the Defence Council or Admiralty Board.

(*b*) Officers who hold Group (*C*) and Group (*D*) posts (paragraph 4) will not be eligible for further promotion under the scheme after they have attained the ages of 52 and 47 years, respectively.

(*c*) Officers subject to this scheme will not be borne on ships books or included in Vote A, either during the probationary period or after. While still on the Active List they will be supernumerary to the establishments of Officers of their particular ranks.

3. *Rank, etc.*—The naval rank corresponding to each post is prescribed in paragraph 4. Precedence and control within the departments is determined by the post held.

Officers are to wear uniform only when serving with Officers of the Royal Navy, the Army or the Royal Air Force wearing uniform, or when otherwise required.

The uniform worn is to be that of the rank corresponding to the post (see paragraph 4).

The special grant of steps in rank after retirement (see paragraph 14) will be limited to what is required to give an Officer the rank corresponding to his grade (see paragraph 4).

A Lieutenant-Commander occupying a Group (*D*) post on retirement will remain a Lieutenant-Commander unless he is eligible for higher rank under the ordinary general naval rules in force.

Active Service Officers appointed to any of the posts in the ensuing paragraph, who do not already hold the rank appropriate thereto, will be given acting rank, as necessary, until placed on the Retired List.

A Captain R.M. serving in a Group (*D*) post will retain the rank of Captain for the duration of service in that Group. On promotion to a Group (*C*) post he will be given automatically the rank of Acting Major and this rank will be confirmed on reaching age 45.

Service in acting higher rank prior to retirement from the Active List will not be taken into account in assessing retired pay—see paragraph 11.

4. *Posts which may be filled by officers employed on Inspection, etc. Duties under these conditions of service.*—

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*Group (A). Higher Posts*
*Rank*—If R.N.—Captain
If R.M.—Colonel
Director of Naval Ordnance Services and Chief Inspector of Naval Ordnance.
Naval Members of Ordnance Board
Deputy Director of Naval Ordnance Services
Assistant Director of Naval Ordnance Services
Senior Naval Officer, R.A.R.D.E.
Director or Assistant Director of Proof and Experimental Establishments
Superintendent Proof and Experimental Establishments, Shoeburyness and Pendine
Principal Regional Quality Assurance Officers, Naval Ordnance Services
Chief Naval Representative, A.W.R.E., Aldermaston
Superintendent Applied Ballistics Ordnance Board

*Group (B). Senior Posts*
*Rank.*—If R.N.—Commander
If R.M.—Lieutenant-Colonel
Naval Ordnance Quality Assurance Officers
Deputy Superintendent (Naval), Proof and Experimental Establishment, Shoeburyness
Superintendent, Proof and Experimental Establishment, Inchterf
Ballistics Officer, D.S.W.P.
Assistants to D.N.Ord.S., D.R.A.R.D.E., D./A.S.W.E. and D.U.W.P. (N).
Deputy Superintendent, Applied Ballistics, Ordnance Board

*Group (C). Senior Posts*
*Rank.*—If R.N.—Commander
If R.M.—Major
Regional Quality Assurance Officers, Naval Ordnance Services
Naval Experimental Officers, Proof and Experimental Establishments
Assistants to D.N.Ord.S., D.U.W.P., D./A.S.W.E., Director of Proof and Experimental Establishments, D.R.A.R.D.E. and Superintendent Applied Ballistics, Ordnance Board

*Group (D). Junior Posts*
*Rank.*—If R.N.—Lieutenant or Lieutenant-Commander
If R.M.—Captain or Major
Naval Ordnance Inspecting Officers
Assistant Proof and Experimental Officers
Assistants to D.R.A.R.D.E. and President, Ordnance Board.

(*a*) Salary scales are shown in D.C.I's.

(*b*) The retired pay of retired Officers serving in any of these appointments will be suspended during such service.

(*c*) Officers employed in these appointments may receive an allowance of £1·40 a day for each day on which they are required to serve at sea in a submarine.

5. *Remuneration during periods of temporary unemployment.* Officers on the Active List serving in any of these appointments will be eligible for pay at the rates appropriate to their substantive rank and seniority, and under the conditions applicable to Officers on the general Active List.

Officers on the Retired List will be eligible to receive pay at a rate equal to their retired pay plus the addition to retired pay, if any (see paragraph 11), for which they would have been eligible, if on the date of ceasing salary their services had been finally terminated at their own request.

6. *Counting of service for increase of retired pay.*—Subject to the provisions of paragraph 10 the following conditions will apply: (*a*) All time in respect of which salary is drawn up to the ages of compulsory termination of employment and any further service up to the age of 65, shall count as full time for increase of retired pay. In the case of service between the age of compulsory termination of employment and age 65 the addition to retired pay will be calculated on either salary at the time of compulsory termination of employment or salary on completion of further service up to the age of 65, whichever is the more favourable.

(*b*) Time in respect of which unemployed pay or half-pay is drawn will, in the case of Officers on the Active List, count in the same manner as for Officers on the General Active List, and in the case of retired Officers be ignored.

7. *Leave.*—Leave up to six weeks per annum will be granted, subject to departmental requirements.

8. *Sick Leave.*—Sick Leave on full salary may be granted up to six months in any twelve months, subject to an overriding limit of twelve months in any four years (*see* also paragraph 9).

9. *Hospital, medical and dental treatment.*—Officers, whether on the Active List or Retired List, Royal Navy or Royal Marines, will be eligible for hospital, medical and dental treatment under Naval arrangements at the expense of Navy Votes. As the rates in paragraph 4 include an element for victualling (i.e., they are assessed on the basis that the Officers will have to make their own arrangements for food), a charge will be made for their maintenance while in hospital, so long as they continue to receive full salary. A sum equivalent to the current rate of provision allowance will be deducted from their salary for each day or part of a day in hospital. Officers who have exhausted the sick leave to which they are entitled (see paragraph 8) will, if on the Active List be placed on half-pay, and, if on the Retired List, on unemployed pay (see paragraph 5).

10. *Termination of employment.*—Employment under the scheme will terminate compulsorily at the following ages:—

| | | | |
|---|---|---|---|
| Higher posts | .. | .. | 57 |
| Senior posts | .. | .. | 55 |
| Junior posts | .. | .. | 52 |

Officers may be unemployed for two consecutive years, but will not be eligible for further employment subsequently.

The employment of an Officer may be terminated at any time, if, in the opinion of the Defence Council or Admiralty Board, he has been guilty of misconduct, or has unsatisfactorily performed his duties, or is otherwise unsuitable, or is physically unfit for further service.

Voluntary termination of employment, which, if the Officer is on the Active List, must be accompanied by retirement therefrom, may be allowed at the discretion of the Defence Council or Admiralty Board.

They reserve to themselves the right to terminate an Officer's employment under this scheme if, having regard to the posts he has held and the necessity for providing opportunity for promotion of more junior officers, they are unable to offer him further suitable employment.

Officers may be re-employed at the discretion of the Defence Council or Admiralty Board beyond the ages for compulsory termination of employment.

11. *Retirement from the Active List and retired pay.*—Officers on the Active List serving in any of these appointments, if not previously retired at their own request or otherwise, will be transferred from the Active List to the Retired List, on reaching the age for compulsory retirement applicable to Officers on the Active List, but this will not necessitate termination of their employment nor entitle them to receive retired pay while still employed.

Service in acting higher rank, prior to retirement from the Active List for any cause, will not be taken into account in assessing any entitlement to retired pay, notwithstanding any provision to the contrary for officers on the general Active List.

In other respects, Officers whose employment under this scheme is finally terminated for any cause while

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on the Active List will be placed on the Retired List at once with the rate of retired pay for which they are eligible under the regulations applicable to Officers retired from the general Active List. Officers whose services are finally terminated under paragraph 10, either after two consecutive years of unemployment, or on account of unsatisfactory performance of their duties, or on account of unsuitability, will be granted the retired pay prescribed for retirement from the general Active List for similar reasons.

12. *Addition to retired pay of retired Officers whose employment is finally terminated after retirement from the Active List.*—Officers whose employment is finally terminated after their retirement from the Active List may be granted, in addition to the retired pay earned by their service prior to retirement, an increase in retired pay in respect of their subsequent service calculated, irrespective of the appointment held, under the following regulations:—

I. Except as provided in Clause III below, Officers whose services are terminated—

(*a*) otherwise than for misconduct after 10 or more years' service subsequent to their retirement, or

(*b*) after less than 10 years' service subsequent to their retirement either at their own request, or for unsuitability, or for unsatisfactory performance of their duties,

may be granted an addition to retired pay, the rate of which will be calculated at one-sixtieth of the salary of the appointment held immediately prior to discharge for each complete year of their service after retirement, excluding any periods for which unemployment pay under paragraph 5 above may have been issued.

II. Except as provided in Clause III below, Officers whose services are terminated otherwise than for misconduct or any of the causes mentioned in Clause I (*b*) of this rule, and after less than 10 years' service subsequent to their retirement, may be granted an addition to retired pay, the rate of which will be calculated at one-fiftieth of the salary of the appointment held immediately prior to discharge for each complete year of service after retirement, excluding any periods for which unemployed pay under paragraph 5 above may have been issued, provided, however, that the addition to retired pay shall in no case exceed one-sixth of the salary of the appointment held immediately prior to discharge.

III. An Officer who on or after 1st April, 1919, has been retired from the Active List of the Royal Navy or Royal Marines with a special rate of retired pay higher than that permissible under the ordinary regulations applicable to Officers on the general Active Lists at the date of retirement for an Officer of like age, rank and service, will not, on the final termination of his employment, receive retired pay and addition to retired pay in excess of the greater of the two following sums:—

(*a*) The retired pay for which he would have been eligible had he, on retirement from the Active List of the Royal Navy or Royal Marines, been awarded the rate of retired pay permissible under the ordinary regulations in force at the date of such retirement for an Officer of like age, rank and service and permitted to count the whole of his subsequent service for addition to retired pay under Clause I or Clause II hereof, whichever be appropriate, and

(*b*) The actual rate of retired pay awarded to him on retirement from the Active List without any addition for subsequent service.

IV. Officers whose services are terminated on account of misconduct may be granted such rate of addition to retired pay, if any, as the Ministry of Defence, at its discretion, may see fit to award, provided that it be lower than the rate for which they would have been eligible if their services had been terminated for unsuitability or unsatisfactory performance of their duties.

13. *Non-effective benefits payable to those Officers who have retired from the Active List with gratuities only.*—The following regulations apply to those Officers appointed after 1st June, 1936, to the aforesaid posts who have retired from the Active List:—

A. with gratuities, only, under normal regulations,

B. with gratuities, only, under the Special Retirement Scheme (1934) laid down in Orders-in-Council dated the 26th day of February, 1934, and the 13th day of August, 1935.

I. *Service* for the purpose of these regulations shall be such service rendered in one or more of the aforesaid posts by an Officer after his retirement from the Active List as would have counted for increase of retired pay had the Officer retired from the Active List with retired pay. (See para. 6 above.)

II. Officers in both categories A and B above who fail to complete four years' service otherwise than on account of attributable disabilities shall not qualify for the award of retired pay, but shall be eligible on termination of service, at Ministry of Defence discretion, for gratuities only, at rates not exceeding £200 and £160 for each complete year of service, in lieu of the retired pay additions of one-fiftieth and one-sixtieth, respectively, prescribed in paragraph 12 above.

III. An Officer in category A above whose service is terminated on or after the completion of four years' service shall be eligible for service retired pay equal in amount to the additional retired pay which he would have been granted under the provisions of paragraph 12 above, had he retired from the Active List with retired pay; to which shall be added, if his service has been terminated on account of attributable disability, the appropriate disability addition prescribed in paragraph 15 below.

IV. An Officer in category B above whose service is terminated either:—

(*a*) on, or after, the completion of four years' service, or

(*b*) at any time, on account of attributable disability,

shall be eligible for service retired pay at the rate laid down in paragraph 12 III (*a*) above, *less* the annuity value, as determined by the Ministry of Defence, of the gratuity he received on retirement from the Active List; to which shall be added, in the case of (*b*), the appropriate disability addition prescribed in paragraph 15 below.

V. Officers in both categories A and B above whose services are terminated on account of misconduct may be granted such rate of retired pay or gratuity, if any, as the Ministry may see fit to award, provided that it be lower than the rate of retired pay or gratuity for which they would have been eligible if their service had been terminated for unsuitability or unsatisfactory performance of the duties.

VI. Widows' pensions and children's allowances at ordinary rates (see paragraph 16 below) shall be payable in respect of Officers in both categories A and B above, provided that a minimum of four years' service has been rendered and that the conditions, generally, governing such awards are fulfilled, notwithstanding the provisions of Clause 5 (*g*) of the Schedule of Order-in-Council dated the 25th day of June, 1925.

14. *Rank on the Retired List.*—Officers who on retirement hold, or who may subsequently be appointed to, a Higher Post under these regulations may, at the discretion of the Defence Council or Admiralty Board, be granted the rank or equivalent rank of Captain, R.N., or the rank of Colonel, R.M., on the Retired List, and, similarly, Officers who on retirement hold, or who may subsequently be appointed to, a Senior Post under these regulations may, at the discretion of the Defence Council or Admiralty Board, be granted the rank or equivalent rank of Commander, R.N., or the rank of Lieutenant-Colonel or Major, R.M., on the Retired List.

15. *Additional retired pay or disability retired pay on account of disablement attributable to the conditions*

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*of service.*—Officers, whether on the Active or on the Retired List, serving in any of the appointments to which these rules apply, will be eligible at the discretion of the Ministry of Defence for additional retired pay or disability retired pay in respect of disability certified by the competent medical authority as attributable to the conditions of service, at the rates and under the conditions applicable from time to time to Officers on the general Active List.

16. *Pensions and other grants to widows and dependent relatives of deceased Officers.*—The widows and other dependent relatives of deceased Officers, who have served in any of the appointments to which these rules apply, will be eligible, at the discretion of the Ministry of Defence, for the award of pensions or other grants under the regulations from time to time in force for Officers of the Royal Navy and Royal Marines, except that:—

(*a*) for the purpose of determining the eligibility of any applicant for a pension or other grant, service on the Retired List in an appointment to which these rules apply will be regarded as equivalent to service on the Active List, and

(*b*) the pension or other grant shall be assessed as follows:—

Higher Posts—As for Captain R.N.
Senior Posts—As for Commander R.N.
Junior Posts—To remain on the basis of the highest rank held on the Active List.

17. *Removal and travelling expenses.*—Removal expenses, when allowed, are payable under the Regulations applicable to civilian officers, which are contained in the Ministry of Defence Civilian Travel Regulations. They are not payable:—

(*a*) on first appointment under this Order;

(*b*) on transfer at own request or for misconduct;

(*c*) on retirement.

18. *Official residence or quarters.*—Officers appointed under the provisions of this Order may be called upon to occupy an official residence or quarters, and in such an event they will be required to pay an appropriate rent under the rules applicable to civilian officers.

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# REGULATIONS RELATING TO THE EMPLOYMENT, &c., OF OFFICERS ON THE RETIRED AND EMERGENCY LISTS

*Note (A).—Officers on the Retired and Emergency Lists are reminded that they are under a continuous liability for Naval Service, if so required, on mobilisation. Before undertaking any Civil employment which would interfere with their immediate readiness for service, Officers should ascertain whether the Ministry of Defence is prepared to grant them exemption from Naval Service, either for a limited period or permanently. For Officers under the age of 60 such exemption will only be approved in special cases, and applications received in time of emergency when mobilisation is expected, or has been ordered, will not be entertained.*

*Note (B).—The regulations concerning payment of Service retired pay during re-employment in peacetime and time of emergency, and as regards further awards of Service retired pay, terminal grant, or additional terminal grant or service gratuity following such re-employment, are given in the section on retired pay. They should not be confused with the rules regarding payments for attendance at, or in connection with, committees under the Ministry of Defence or for special duties, given in paragraph 8 below.*

1. *General.*—Her Majesty has the power to call all Retired Officers into active employment in case of war or emergency, but the first selection for employment will be made from those who are below the age of 60.

Lists of Retired Officers are kept at the Ministry of Defence. On retirement, Officers are to report their private addresses to the undermentioned authorities:—

(*a*) All Naval Officers other than those in categories (*b*) and (*c*) below: Naval Secretary, Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1.

(*b*) Medical, Dental and Wardmaster Officers:—Medical Director-General (Naval), Empress State Building, London, S.W.6.

(*c*) Royal Marines Officers:—Commandant General Royal Marines, Old Admiralty Building, Whitehall, London, S.W.1.

Any change of address is to be similarly reported.

As a general rule Officers retired on account of physical unfitness are included with a view to employment on such service as they may be fit to perform.

Officers on the Retired List or Emergency List who are not on active service are asked to notify the Ministry if they intend to visit countries *outside* the Commonwealth and Colonies, the N.A.T.O. areas, the Irish Republic, Austria, Switzerland, Spain or South Africa, or to be absent from the United Kingdom for more than one month Q.R. (R.N.), 0923

Those Retired and Emergency List Officers who have been specially indoctrinated must continue to abide by their undertaking.

2. *Retired and Emergency List Officers re-employed in an emergency:—*

*Pay and Allowances*

(*a*) Retired Flag Officers and Officers of equivalent rank will receive pay of the rank in which they are appointed to serve, together with allowances appropriate to that rank. Where appointed to serve in a rank below Flag rank, they will receive the maximum rate of pay in the rank in which serving. During periods of sick leave, or other intervals between effective appointments, the rates of pay and allowances will be those last in issue, unless instructions to the contrary are issued by the Ministry.

(*b*) Retired Officers and Officers on the Emergency List of the rank or relative rank of Captain, R.N., or below, will receive pay on the scale appropriate to the rank held on the Retired or Emergency Lists, irrespective of the rank in which serving, time served on pay in that rank being reckoned for the purpose of increments of pay. A retired Officer or an Officer on the Emergency List of the rank or relative rank of Captain, R.N., or below, who is re-employed in a rank lower than that last held on the Active List, will receive allowances at the rates appropriate to the last rank held on the Active List. A retired Officer of the rank or relative rank of Captain, R.N., or below promoted on or after retirement, and re-employed in a rank lower than that held on the Retired List will receive allowances at the rates appropriate to the rank in which he is serving, except that allowances for which he would be ineligible if serving in the rank held on the Retired List will not be payable. This provision also applies to an Officer promoted after being placed on the Emergency List and re-employed in a lower rank than that held on that list.

(*c*) Retired and Emergency List Officers who are granted acting rank higher than that held on the Retired or Emergency Lists will receive pay and allowances of the higher rank under the conditions applying to Active List Officers.

(*d*) In all cases the scales of pay and allowances will be those in force at the time for corresponding Officers on the Active List.

(*e*) An Officer will be eligible to receive a rate of pay equivalent to the rate of service retired pay (or the service element of disability retired pay or pension) if more to his advantage than the rate of pay payable under clauses (*a*) and (*b*).

(*f*) No reduction from pay will be made in respect of any gratuity awarded on retirement or discharge.

(*g*) In the case of Officers who have retired without retired pay and Officers on the Emergency List, neither time nor promotion after retirement will qualify for retired pay or retiring gratuity.

3. *Officers retained in employment beyond the age set for compulsory retirement.*—Such Officers will be treated as retired Officers re-employed.

4. *Promotion.*—Officers called from the Retired List during war or emergency may be dealt with as regards promotion under the regulations which are in force at the time for Officers of the same class on the Active List, in so far as promotion is dependent on service.

Such Officers may also be promoted at the discretion of the Defence Council or Admiralty Board irrespective of the regulations governing the promotion of Officers on the Active List, provided that such special promotion does not extend to the granting of Flag rank or of any equal relative rank. As a rule, however, such step in rank will not be granted until the Officer has ceased re-employment.

5. *Instruction*

(*a*) Retired Officers who have been selected to fill appointments in time of emergency will undergo instruction as may be necessary to qualify them for the duties of the posts they will be required to take up. While undergoing such instruction they will receive pay as in paragraph 2 (without command money or equipment allowance), and allowances of their corresponding ranks on the Active List. The time served will count for increase of full pay.

(*b*) Officers will not, however, be detailed for courses of instruction in time of peace except with their own consent.

6. *Uniform.*—Officers re-employed after a break in service will receive a uniform grant of £10 towards the cost of bringing their uniform up to the prescribed scale. An additional grant may be paid to Officers whose break in service is four years or more.

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Officers will wear the uniform of the rank in which they serve (see following paragraph).

7. *Rank and Command.*—Subject to the following provisions as to the right of command, steps in rank given on or after retirement will confer the right to the title, and other advantages of the higher rank.

In cases where a step or steps in rank have been granted automatically by virtue of and in strict seniority, the Officers shall take command according to their seniority on the Retired List, subject to the conditions that Captains retired from that rank shall in no case take command over an Officer on the Active List of Flag Officers, or over one who has retired from the Active List of Flag Officers.

In other cases steps in rank given on or after retirement shall not give the right of command amongst Naval Officers, which shall be governed by the date of commission in the rank held on the Active List at the date of retirement.

(*Note.*—For regulations regarding widows' pensions, etc., including the effect of total or partial commutation of retired pay, see appropriate sections of the Appendix.)

8. *Retired Officers employed as members of committees or on special duties under the Ministry of Defence.*

(*a*) Officers on retired pay employed as members of committees under the Ministry will be paid:—

(1) their actual reasonable travelling expenses in attending the meetings of, or when employed on special duties connected with, the committee. Whenever practicable travelling warrants should be used for the journey, but when warrants are not used, the number of the railway ticket purchased should be stated. In the absence of this information, only the cost of a Government rate journey will be allowed;

(2) the difference between pay and retired pay for those days on which Officers attend the meetings of the committee, or are employed on special duties connected therewith, including the days occupied in travelling from the Officers' residences and back;

(3) subsistence allowance in accordance with current regulations, when employed at a distance from their residences for those days on which they attend the meetings of the committee, or are engaged on special duties connected therewith, including the days occupied in travelling; but should the service on which they are employed entitle them to the allowance for more than fourteen nights consecutively at the same place, a reduction of one-third will be made in the allowance during any further stay in that place;

(4) allowances they are entitled to whilst actually attending the committee, should Officers' residences be at such a distance from the places at which the committee meets that the expense of going there and returning between the dates of any two consecutive meetings would be greater than that of remaining in the vicinity. Officers are to adopt the former course, acquainting the president of the committee of the facts and reporting the same to the Ministry of Defence in forwarding their claims for payment.

(*b*) Officers on retired pay while employed on special duties under the Ministry (except Officers employed by the Hydrographer of the Navy, for whom see clause (*f*) below), will be paid in accordance with this article, the days of employment on special service being taken as answering to those of attendance on committees.

(*c*) Officers on retired pay, when called upon to give evidence before committees assembled at a distance from their residence, will be repaid their actual reasonable travelling expenses, subject to the proviso in the second paragraph of clause (*a*) (1), and will receive subsistence allowance, as specified in clause (*a*) (3) and (4).

(*d*) All claims are to be made by the respective Officers in detail, and, for employment on a committee, the claim of each Officer must be certified by the president or chairman, stating the number of days and dates on which the Officer actually attended a meeting, or was employed on special duties connected with the committee.

(*e*) Claims which should if possible be made out on Form S.542 (Travelling Expenses Claim) are to be forwarded to Director General of Defence Accounts 2A.

(*f*) Retired Officers engaged under the Hydrographer's directions in compiling Hydrographic publications will be paid at rates as may be authorised from time to time.

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# R.N. EMERGENCY LIST

*Note.—These regulations are issued for the general information of Officers on the Emergency List. It should, however, be understood that they are liable to revision, and any alteration made will be applicable in the case of all Emergency List Officers re-employed.*

### Officers Eligible

1. In order that the State may not lose altogether the advantages which it has the right to expect in return for the expenses incurred in the training of Officers, a list of Officers eligible for employment in an Emergency, known as the R.N. Emergency List, has been established, and the Admiralty Board expect that all Officers who are released from the Active List for private reasons should be prepared to enrol their names on this List.

2. Officers leaving the Active List on completion of their Supplementary List Short Service or Extended Service engagements will, however, be placed on the List in all cases and be liable for service in war or emergency during the subsequent four or more years required by the terms of their engagement. At the end of that period they may volunteer to continue on the Emergency List, subject to the condition in paragraph 3.

3. Engineer Officers who apply under paragraph 1 above, will only be placed on the List if their profession continues to be connected with mechanical engineering. The nature of their employment or intended employment should be stated by candidates when volunteering, and also, if enrolled, once a year after their names are placed on the List. In the same manner Medical and Dental Officers will only be enrolled if they continue to practise their profession. The nature of their work should be reported annually. This rule will also apply to Officers mentioned in paragraph 2 if they volunteer to serve for a further period on the Emergency List after completing their original contract.

4. Officers on the Emergency List are to report any change in their address.

Officers on the Emergency List who are not on Active Service are asked to notify the Ministry if they intend to visit countries outside the Commonwealth and Colonies, the NATO areas, the Irish Republic, Austria, Switzerland, Spain or South Africa, or to be absent from the United Kingdom for more than one month. (QR (N.R.) 0923). Those Emergency List Officers who have been specially indoctrinated must continue to abide by their undertaking.

5. Before Officers on the Emergency List enter into any engagement under or on behalf of Foreign Governments or accept any form of employment which may take them away from the United Kingdom, thus rendering them not available for service in Her Majesty's Fleet at short notice, they must first obtain the approval of the Ministry of Defence.

6. Any Officer who has voluntarily joined the Emergency List and subsequently withdraws will be required to resign his Commission.

7. The names of Emergency List Officers are shown in the Retired Section of the Navy List.

### Conditions of Service

8. Officers whilst enrolled are allowed to retain their Commissions. They may wear the Uniform of their rank on the Emergency List (or War Service Rank if such has been granted), subject to permission being obtained from the Ministry. They do not receive pay, or pension, when not employed.

9. Officers selected to fill appointments to be taken up in time of war or emergency may be required to undergo such instruction as may be considered necessary to fit them for the duties they will be called upon to perform. Officers will not, however, be detailed for courses of instruction in time of peace except with their own consent. Attendance at such courses of instruction will be under the following regulations:—

(*a*) The pay will be as under paragraph 10.
(*b*) Travelling expenses incurred in attending the courses will be allowed.
(*c*) Plain clothes may be worn, and no allowance for outfit will be given.
(*d*) Accommodation when available will be provided if desired.
(*e*) Charges may be made for food and accommodation when provided at the rates appropriate to the rank in which he is employed.

10. *Pay and Allowances.*

(*a*) When employed, Officers will receive pay on the scale appropriate to the rank held on the Emergency List, time served on pay in that rank being reckoned for the purposes of increases of pay. The scale will be that in force at the time for corresponding Officers on the Active List. No bonus on full pay is payable.
(*b*) An Officer promoted after appointment to the Emergency List and re-employed in a rank lower than that held on the Emergency List will receive allowances at the rates appropriate to the rank in which he is serving, except that allowances for which he would be ineligible if serving in the rank held on the Emergency List, will not be payable.
(*c*) An Officer re-employed in a rank lower than that last held on the Active List, will receive allowances at the rates appropriate to the last rank held on the Active List.
(*d*) Neither time nor promotion after retirement will qualify for retired pay or retiring gratuity.

### Uniform

11. Officers who are recalled for full time service in time of national emergency will receive a uniform grant of £10 for the purpose of bringing their uniform up to scale. If the interval between their last day of paid active service(*) and their date of rejoining is four years or more, they may claim a refund of expenditure in excess of £10, necessarily incurred in bringing their outfits up to the required scale within the limit of the full value of that scale as assessed by the Ministry.

* Terminal Leave will be regarded as "active service" for this purpose.

### Promotions

12. Officers called from the Emergency List for service during war or emergency may be dealt with as regards promotion under the regulations which are in force at the time for Officers of the same class on the Active List in so far as promotion is dependent on service. In special cases, Officers may be promoted at the discretion of the Defence Council or Admiralty Board, irrespective of the regulations governing the promotion of Officers on the Active List, but such special promotion will not extend to Flag or equivalent rank and will, as a rule, only be granted on ceasing service.

### ROYAL MARINES

The foregoing rules apply to Royal Marines Officers entered on the Emergency List.

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# PRIZES, TESTIMONIALS, &c.

*(Until further notice silver-gilt medals will be substituted for gold medals)*

* Subject to revision consequent upon change in training pattern for Junior Officers.

## *THE CHARLES DARGAVILLE BALLARD PRIZE

This prize was founded in 1954 under the will of the late Captain G. N. Ballard, C.B.E., R.N., in memory of his son, Acting Paymaster Sub-Lieutenant Charles Dargaville Ballard, R.N., who was killed in action when H.M.S. *Manchester* was torpedoed by an aircraft on 23rd July, 1941, while escorting a Malta convoy south of Sardinia.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund will be used to provide a prize which will be awarded annually, at the discretion of the Admiralty Board, to the General List Acting Sub-Lieutenant (S) who, on qualifying for confirmation in rank, has achieved the best all-round results throughout his training.

Acting Sub-Lieutenants (S) who are graduate or U.C.E. entries or who have completed in-Service degree training are ineligible for this prize owing to the different form their Naval Training has taken.

The prize consists of an article or articles (excluding clothing) selected by the successful Officer(s) with the approval of the Director-General of Naval Training: e.g., sword, binoculars, instruments or other appropriate equipment, or books designed to improve general knowledge or professional efficiency.

## *THE BEAUFORT TESTIMONIAL

The Beaufort Testimonial, which was founded in 1860 to commemorate the service of Rear-Admiral Sir Francis Beaufort, K.C.B., who filled the post of Hydrographer of the Navy from 1829 to 1855, consists of a prize of instruments or books of a professional character and of practical use to a Naval Officer.

It is bestowed annually on the General List Seaman Officer (Acting Sub-Lieutenant) who gains the highest marks in the Navigation and Direction examination held during the fourth (professional) years' training.

Seaman Officers of Commonwealth navies undergoing identical training to R.N. Officers are eligible to compete for this prize. (See also under the Wharton Testimonial.)

## THE GILBERT BLANE MEDAL

In 1830 Sir Gilbert Blane, Baronet, formerly a member of the Board for sick and wounded seamen, established, with the sanction of the Board of Admiralty, a fund for the encouragement of Naval Medical Science, which is vested in the Corporation of the Royal College of Surgeons of London, in trust.

This fund is employed for the purpose of conferring a Gold Medal annually on the Medical Officer of the Royal Navy who, to a degree which is considered worthy of recognition, has brought about an advance in any branch of Medical Science in its application to Naval Service, or has contributed to an improvement in any matter affecting the health or living conditions of Naval personnel.

Consideration is given to achievement in research, in original articles and reports, criticisms and information which is brought to notice of meritorious work performed, or suggestions made, by Medical Officers within the scope of the Regulations governing the award of the Medal as stated above.

The Medal is awarded annually unless no Officer is considered to have qualified, in which event the Medal is held over until the following year or any subsequent year, when, if considered justifiable to do so, it is given as an additional award.

Medical Officers of all ranks are eligible for the award, and an Officer is not restricted to receiving the Medal on one occasion only during his career.

If the unawarded Medals exceed 4, their value is given to the Naval Medical Compassionate Fund.

## CHADWICK NAVAL PRIZE

A Trust, called the Chadwick Trust, has been created by the will and codicil of Sir Edwin Chadwick, K.C.B., that once in every 5 years the Trustees may present the sum of £100 and a Gold Medal to be called the "Chadwick Naval, Military or Air Force Prize," to such Officer of the Naval, Military or Air Force Medical Services as shall, during the preceding 5 years, have specially assisted in promoting the health of the men in the Services, and shall be nominated for such presentation, in the case of a Naval Officer, by the Medical Director-General (Naval).

## THE HUGH CHEETHAM-HILL MEMORIAL TRUST FUND

This fund was established in 1958 by Dr. and Mrs. H. C. Hill, in memory of their son Lieutenant-Commander Hugh Cheetham-Hill, R.N., an officer of the Navigation and Direction Branch of the Royal Navy, who died on the 5th October, 1957.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund will be used to provide a prize to be known as the "Hugh Cheetham-Hill Prize" to be awarded annually on the recommendation of the Captain, H.M.S. *Dryad* to the Officer of the Royal Navy who gains the highest marks in the examination on the Course for officers qualifying in Navigation.

The prize will consist of books or instruments relating to the science of navigation to be selected by the successful Officer, subject to the discretion of the Captain, H.M.S. *Dryad*.

## THE JULIAN CORBETT PRIZE IN MODERN NAVAL HISTORY

A prize (founded by Mr. H. E. Corbett in memory of his brother, Sir Julian Corbett) at present of the value of approximately £50, and known as the Julian Corbett Prize for research in modern naval history, will be awarded by the Senate of the University of London on the recommendation of the Institute of Historical Research Committee for work based on original (MS. or printed) materials for modern naval history.

The work shall take the form of either (*a*) a dissertation, (*b*) an edition of an original document or series of documents, or (*c*) a report on material at home or abroad, illustrating modern naval history.

The prize will be open for competition to an investigator who has been admitted to the use of the Institute of Historical Research, and has been working either (*a*) at the Institute, or (*b*) (in the case of a naval officer) under the advice (by way of correspondence) of the Committee for not less than a year preceding the date at which the candidate's work is submitted.

Intending candidates shall on or before 1st October in the year preceding that in which they intend to enter for the Prize, submit for the approval of the Institute of Historical Research Committee the subject of their proposed work; and no work shall be eligible for the Prize unless the subject has thus been approved by the Committee.

If at any competition no award is made, the Senate may, on the recommendation of the Institute of Historical Research Committee, add the amount of the award to the capital of the fund or apply it to any of the following purposes: increasing the value of the prize, awarding a second prize to a deserving candidate, providing for the expense of publishing works submitted, purchasing for the Institute books or equipment necessary for research in modern naval history, or any other means of encouraging research in that subject at the Institute.

If the successful work is published, it shall bear on the title-page the words "Awarded the Julian Corbett Prize for Research in Modern Naval History, University of London." Whether or not publication *in*

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## Prizes, Testimonials, &c.—*continued*

*extenso* is practicable, a précis of the successful thesis shall be published in the *Bulletin* of the Institute. Publication will not, however, be permitted without the prior consent of the Ministry of Defence. Further particulars may be obtained from the Secretary of the Institute of Historical Research, Senate House, London, W.C.1.

### THE JOHN CROCKER MEMORIAL PRIZE FUND

The John Crocker Memorial Prize Fund, founded in 1936, was established from subscriptions by certain serving and retired Engineer Officers and Members of the Royal Corps of Naval Constructors, pupils of Mr. John Crocker during their period of training at the Royal Naval Engineering College, Manadon, as a permanent token of their regard for him.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund is employed to provide a prize to be awarded annually to the Engineering Specialist Officer who produces the best engineering drawing work in support of the Part I degree examination at the Royal Naval Engineering College, Manadon. Officers of Commonwealth and foreign navies undergoing identical training to R.N. Officers are eligible to compete for this prize.

The Joint Managing Trustees reserve the right to withhold the prize should, in their opinion, no drawing submitted attain a sufficiently high standard of merit.

### THE CUNNINGHAM INITIATIVE AWARDS SCHEME

In response to an appeal made in 1965 a memorial was erected in Trafalgar Square and a plaque placed in St. Paul's Cathedral to commemorate the life and work of Admiral of the Fleet Viscount Cunningham of Hyndhope. After defraying the costs there remained a sum of approximately £2,803, and in accordance with the wishes of the donors the Cunningham Memorial Committee set up the Cunningham Initiative Awards Scheme.

The object of this Fund is to assist young Royal Naval Officers and Ratings, young Women Naval Service Officers and Ratings, and young Royal Marine Officers and other ranks in defraying the cost of schemes of an adventurous or unconventional nature planned on their own initiative and which will result in the recipients of the awards being more useful members of their Service.

Applications should be forwarded to the Ministry of Defence in accordance with instructions contained in current Defence Council Instructions (Royal Navy), 1405/70 and T.255/72.

### THE EARDLEY-WILMOT PRIZE ESSAY COMPETITION

The Eardley-Wilmot Prize Essay Competition is organised every 5 years by the Royal United Service Institution and is open to members of the Institution.

The subject for the essay is selected by the Journal Library and Lecture Committee of the Institution.

The next Competition is due in 1973 and full particulars will be published in the Journal of the Royal United Service Institution and in Defence Council Instructions (Royal Navy).

A prize medal and sixteen guineas will be awarded for the best essay, subject to its attaining a sufficient standard of excellence.

### THE COMMANDER EGERTON PRIZE

This Prize was founded in 1901 in memory of Commander Frederick Greville Egerton, R.N., who was mortally wounded on the 2nd November, 1899, in the defence of Ladysmith, whilst acting in the execution of his duty.

The dividends arising from a sum of £500 given by the relatives and invested in Government securities will be employed in providing the prize, to be called "The Commander Egerton Prize," which will be awarded annually at the discretion of the Admiralty Board to the Officer who, when qualifying for Gunnery Lieutenant, passes with the highest marks on the Long Gunnery Course. Officers of the Commonwealth navies are eligible to receive this Prize.

### COMMANDER F. G. EMLEY MEMORIAL FUND

This prize was founded in 1972 in memory of Commander Frank Gordon Emley, R.N. who died on the 17th November, 1971.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund will be employed to provide a prize, known as the Commander Emley Prize, in the form of an inscribed silver "Armada" Dish, to be awarded annually to the Naval Officer who gains the highest marks out of the three Nuclear General Courses held each year at the Royal Naval College, Greenwich.

### ERROLL-ELDRIDGE FUND

This Fund was formed in June 1910 by a Trust Deed under bequests from Anne Louisa Russel Waldo-Sibthorp (in memory of her husband Commander George Harry Richard Erroll, R.N., who lost his life serving his country), and William Yates Eldridge, whereby the income from, or if required, the capital of £1,500 was to be applied in carrying on at the Royal Naval Hospital at Haslar original medical research into matters affecting the health of the Navy, especially tuberculosis, and providing and maintaining plant and other requisites for that purpose.

2. Owing to changed circumstances the Fund was reconstituted in 1959 as the Erroll-Eldridge Fund to form a prize, the income being devoted to annual "Erroll-Eldridge Prizes" to be awarded to Medical Officers of the Royal Navy who have been nominated as having made a notable contribution to the improvement of the health of the personnel of the Royal Navy or research thereon.

3. If in any year no Medical Officer is nominated as one whose work is of sufficient merit to justify the award of a prize, the income will be re-invested, so enhancing the value of the prize(s) subsequently awarded.

4. Medical Officers of all ranks are eligible for the prize; an Officer is not restricted to receiving the prize on one occasion only during his career, nor precluded from receiving the prize in addition to the Gilbert Blane Gold Medal.

### GOLD MEDAL AND TRENCH GASCOIGNE PRIZE ESSAY COMPETITION

The Gold Medal and Trench Gascoigne Prize Essay Competition is organised annually by the Royal United Service Institution and is open to members of the Institution or persons eligible to become members; all serving Officers may therefore compete.

The subject for the essay is selected each year by the Council of the Institution and is one that favours no particular branch of any Service.

Full particulars of the competition are published in the Institutional Journal each February and will be promulgated in Defence Council Instructions (Royal Navy). The closing date for each competition is 15th November. Essays are limited to 9,000 words exclusive of tables.

The Trench Gascoigne Prize of £31·50 may be awarded to the writer of the essay placed first; further prizes may be awarded if the number and standard of the essays submitted justify them, but no award may be made in favour of any essay which does not attain a sufficient standard of excellence.

If the essay awarded the Trench Gascoigne Prize is considered by the Council to be of the requisite high standards, the writer will also be awarded the Gold Medal of the Institution.

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## Prizes, Testimonials, &c.—*continued*

### *GEDGE MEDAL AND PRIZE

The members of the Royal Naval Accountant Officers' Dining Club have subscribed a sum of £260 to institute a prize to be competed for annually by Junior Supply Officers.

The award will take the form of a gold medal and a prize of books, the value of the latter being the sum remaining over from the annual interest after deducting the cost of the medal.

The medal will be known as the "Gedge Medal," in commemoration of Staff-Paymaster Joseph T. Gedge, R.N., who was killed on 6th August, 1914, when H.M.S. *Amphion* was sunk by a mine, and who was the first British Officer of all the fighting services to be killed during the 1914–18 war. The family of this Officer have consented to the use of the name.

The medal and prize will be awarded annually to the Officer of the (S) specialisation who obtains the highest aggregate in the examinations held during the fourth (Professional) year's training. Officers granted permanent commissions from the Lower Deck are also eligible for the award. In the event of 2 or more Officers obtaining the same number of marks, the award will be made to the Officer who obtains the higher total of marks in the examinations for Supply and Secretariat subjects.

Officers of the Commonwealth navies who compete at the same examinations as Officers of the Royal Navy, will be eligible for the award.

### *THE GOODENOUGH MEDAL AND FUND

The Goodenough Fund was founded in memory of Captain James G. Goodenough, C.B., C.M.G., who died on 20th August, 1875, whilst serving as Commodore on the Australian Station, from wounds inflicted with poisoned arrows in an unprovoked attack by natives of Santa Cruz.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund is employed annually in providing a Gold Medal, called the Goodenough Medal, which is awarded annually to the Seaman Officer (Acting Sub-Lieutenant) who gains the highest mark in the Gunnery Examination at H.M.S. *Excellent* in the fourth year of training, provided he obtains at least 75 per cent in the Fourth Year Examinations as a whole and a first class certificate in the Second (Midshipman) Year.

Seaman Officers of Commonwealth navies undergoing identical training to R.N. Officers are eligible to compete for this prize.

### THE GEOFFREY GORE-BROWNE MIDSHIPMAN R.N. MEMORIAL SCHOLARSHIP

This scholarship was founded under the terms of the will of the late Mrs. D. A. Gore-Browne in memory of her son Geoffrey Gore-Browne, Midshipman, R.N. The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund provides a scholarship each year to the son of an Officer of the Royal Navy who has taken a foreign language in the Dartmouth Examination.

The scholarship will be awarded annually to the Officer, thus qualified, who obtains the highest marks in the third year examinations as a whole at the Britannia Royal Naval College, Dartmouth, and who has shown interest, application and ability in the study of the foreign language of his choice.

The award consists of money to be spent on foreign travel and residence with the primary object of increasing the proficiency of the recipient in foreign languages. Recipients will need to satisfy the Admiralty Board that the money will be so spent. The scope of study abroad may be extended to cover the literature, history and customs of the foreign country concerned. Each recipient will be required to forward to the Ministry of Defence (Naval Personnel Division I) at the end of his tenure of the scholarship, an account, written in the foreign language he has studied, of the work he has done and the time he has spent abroad.

The scholarship will not be awarded in any year in which it is considered that the Officer so qualified does not attain a high enough standard.

### THE GRAHAM NAVAL HISTORY PRIZE

This Prize was founded in 1909 by Lady Graham in memory of her husband, Admiral Sir William Graham, G.C.B., formerly Captain of H.M.S. *Britannia* Training Ship.

The annual income comprising the interest on a sum of £252 Government Stock and dividends from the Fund's holding in the United Services Trustee Combined Charitable Fund is employed in providing a prize to be awarded annually at the end of the Third Year's training at the Britannia Royal Naval College, Dartmouth, to the Officer (Acting Sub-Lieutenant) of the Seaman or Supply Specialisation who gains the highest marks in the examination held in completion of the voluntary course on the "Study of War".

The Prize consists of books, selected by the successful competitor. Officers of Commonwealth navies are eligible to receive this Prize.

### LIEUTENANT-COMMANDER HOOPER PRIZES

These prizes are awarded annually on the results of a competition which takes the form of writing an essay. The subject chosen for the competition is announced each year by the Director of the Naval Education Service in Defence Council Instructions (Royal Navy).

2. The competition is open only to confirmed and acting Leading, Able, Ordinary and Junior ratings of all Branches (including Artificer and Artificer Apprentice ratings) and equivalent ratings of the Women's Royal Naval Service and Royal Marines other ranks, but competitors holding Local Acting Petty Officer rating will be eligible to enter. Advancement to the Petty Officer rating or its equivalent (acting or confirmed) after the announcement of each competition and before the results are declared will not render competitors ineligible provided they submit their essays before being actually rated.

3. Competitors who submit the best essays in the competition will, except as indicated below, receive money prizes in order of merit as follows:—

| | |
|---|---|
| First Prize .. .. .. | £25 |
| Second Prize .. .. .. | £15 |
| Third Prize .. .. .. | £10 |

If two or more essays of equal merit are eligible for a prize, the prizes (if any) for which the additional essays would have been eligible if they had instead been next in order of merit will be added to that prize and the whole shared equally between the successful competitors. If, however, in the opinion of the Admiralty Board sufficient entries of a high standard have not been received, the award of any or all of the prizes for the competition may be withheld. A prize may also be awarded at the discretion of the Admiralty Board to the widow or the next-of-kin of a deceased rating to whom, but for his death, it would have been awarded.

4. No competitor may submit more than one essay for each competition. Each essay must be accompanied by a declaration by its author that it is his own unassisted work; this declaration is to be countersigned by his Commanding Officer, and placed in the sealed envelope referred to in para. 8.

5. Essays should be of between 1,000 and 2,000 words and may be in manuscript or typed. In marking them, attention will be paid to subject matter, including logical arrangement, to paragraphing, expression and sentence construction, to general tidiness, and to spelling and punctuation.

6. Entries should be submitted through Commanding Officers direct to the appropriate Administrative Authority and should reach that authority not later than 30th November. Entries from R.M. other ranks should be submitted through the authority in whose

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## Prizes, Testimonials, &c.—*continued*

Command they are serving. Entries from ratings serving in extra-Command areas (*e.g.*, in N.A.T.O. billets) should be submitted through the appropriate channels to the Command in which their welfare authority is situated. Entries from R.M. other ranks serving in those areas should be submitted through the Commandant General, Royal Marines.

7. Essays will be marked initially at Command level, only the three or four best essays from each Command being forwarded to the Director of the Naval Education Service.

8. For the purposes of marking, the authorship of essays must be strictly anonymous. Each competitor must adopt a pseudonym, or motto, of not less than three words. This pseudonym, or motto, is to be written at the head of the essay in the candidate's own handwriting. In addition, each competitor is to attach to his essay a sealed envelope with his pseudonym or motto written on the outside and containing (*a*) a sheet of paper on which are written his name, rating, official number and address together with his pseudonym or motto (*b*) the certificate referred to in para. 4. This envelope will only be opened by the Administrative Authority after a decision has been made not to forward an essay to the Director of the Naval Education Service, or in the Ministry of Defence after the final adjudication has been made.

### THE ADMIRAL SIR MAX HORTON PRIZE

The late Admiral Sir Max Horton, G.C.B., D.S.O., who served with great distinction in command of submarines in World War I, and as Flag Officer Submarines from January, 1940 to November, 1942, left to the Admiralty in his will the sum of £500, to be applied for the benefit of Officers of the submarine service of the Royal Navy.

This sum has been invested and the interest will be used, in accordance with the Admiral's wishes, to provide a prize for the Officer of each Submarine Training Course for R.N. officers in H.M.S. Dolphin who achieves the best overall standard taking into account the following aspects of his submarine course:—

(*a*) Results of general course examination.
(*b*) Results of Sea Qualification Examination.
(*c*) Commanding Officers Report from sea.

Four prizes will be awarded by the Admiralty Board each year, on the recommendation of the Flag Officer Submarines.

The prize will consist of a tankard bearing the ship's badge of H.M.S. *Dolphin*, and inscribed with the name of the recipient and the date and nature of the award.

### JACKSON-EVERETT PRIZE

In 1927, Signal Officers, past and present, on the Active List, subscribed a sum of approximately £280 to institute a prize for officers qualifying as Signal Specialists, to be known as the "Jackson-Everett Prize."

The Prize is awarded annually to the Officer of the Royal Navy, or of a Commonwealth navy, who passes the best final examinations (V/S and W/T) in the qualifying course for Signal Officers. The Prize may not be awarded in any year in which the standard of results obtained by the Officer passing the best examinations is not considered to be of sufficient merit to warrant the award.

The Prize consists of a sum of money (the income available) for the purchase of books and/or instruments.

### *THE QUEEN'S GOLD MEDAL

A Gold Medal is awarded each year by Her Majesty the Queen to the Officer of either the Seaman or Supply and Secretariat specialisations who obtains the best overall total of marks from the examinations conducted during the period of professional instruction which takes place during the final year of initial training.

A Gold Medal is also awarded each year at the Royal Naval Engineering College, Manadon, by Her Majesty the Queen to the Officer of the Engineering specialisation who, on completion of the three year Degree course, obtains the best results. Officers who graduate at Cambridge University are eligible for the award.

### *THE QUEEN'S SWORD

A sword is awarded each year by Her Majesty the Queen to the Acting Sub-Lieutenant of either the Seaman or Supply specialisation, who, on completion of three years' training, obtains the best results in leadership and work at the Britannia Royal Naval College, Dartmouth.

A sword is also awarded each year at the Royal Naval Engineering College, Manadon, by Her Majesty the Queen, to the Officer of the Engineering specialisation who, on completion of the three year Degree course, and two terms of the Manadon Section of the Application Courses is adjudged to have achieved the best results in leadership and work. Officers who graduate at Cambridge University are eligible for the award.

### *THE QUEEN'S TELESCOPES

Six telescopes are awarded each year at the Britannia Royal Naval College, Dartmouth, by Her Majesty the Queen to the Cadets who, on completion of their first year's training, obtain the best results in leadership and work.

### *THE ARGENTINE GOLD MEDAL

A gold medal is awarded annually by the Argentine Navy to the Cadet of the Royal Navy who obtains the best examination results on completion of the first year's training at the Britannia Royal Naval College, Dartmouth.

### KING GEORGE V PRIZE SCHOLARSHIPS

In accordance with the wishes of His Majesty King George V that the greater part of the Fund subscribed for the purpose of commemorating His Majesty's Coronation by subjects of His Majesty bearing the Christian name "George" in all parts of the Empire should be utilised for the benefit of junior Officers of the Royal Marines who may find difficulty in meeting the cost of the final stage of their military training, the sum available was invested and the income arising therefrom was devoted to the institution of Scholarships termed the "King George V Prize Scholarships." Scholarships are awarded each year to the Officers in the Royal Marines who after passing the Annual Competitive examination are selected by the Commander General to attend a British or Commonwealth Staff College.

The annual net income from the Fund is approximately £120 and it will normally be divided equally between all those awarded a Scholarship in that year.

The first Scholarship was awarded in 1914.

### THE COMMANDER LLEWELYN PRIZE

This Prize was founded in 1917 in memory of Commander Robert Harman Llewelyn, R.N., who was killed in action on board H.M.S. *Queen Mary*, at the battle of Jutland, on the 31st May, 1916.

The dividends on a sum of £400 Government Stock, presented by his father, mother and sisters, and held upon trust, are employed in providing a prize called the "Commander Llewelyn Prize," which is awarded on completion of each qualifying course at the discretion of the Captain of H.M.S. *Excellent* to the Seaman who, when qualifying for Gunnery Instructor in H.M.S. *Excellent*, passes the best examination in Gunnery subjects (excluding the School Course).

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## Prizes, Testimonials, &c.—*continued*

### THE HERBERT LOTT NAVAL TRUST FUND

The Herbert Lott Naval Trust Fund was established in 1928 for the purpose of providing awards to such personnel of the naval and marine forces of Her Majesty the Queen as shall show marked efficiency or shall contribute in signal degree to the improvement of the appliances of the naval and marine forces.

This is a comparatively large fund and three types of awards are made:

(*a*) *Command Awards.* Monetary awards are made to R.N. ratings and Royal Marines other ranks who show marked efficiency in their naval duties.

(*b*) *Course Prizes*—Awards of £15 to officers and £10 to ratings, R.M. other ranks, W.R.N.S., Q.A.R.N.S. who are top qualifiers on certain courses approved by the Trustees.

(*c*) Awards under the Inventions and Suggestions Scheme.

In addition to the above awards the Trustees have approved that £500 be allocated annually from the fund to the New Entry Training Establishments and Commandant General Royal Marines for Shooting Prizes and £70 to Commandant General Royal Marines for medals to be awarded with the Tooley Trophy.

### RONALD MEGAW MEMORIAL PRIZE

This Prize was founded in 1906 in memory of Midshipman Ronald Megaw, who was killed accidentally on the 11th November, 1904, while at General Quarters on board H.M.S. *Montagu.*

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund is employed in providing a Prize, consisting of a Presentation Sword and its accoutrements, and selected books, or instruments, to be awarded annually to the General List Seaman Officer who obtains the highest aggregate in the examinations held throughout junior officer training.

### HARWOOD PRIZE FOR SPANISH

This Prize was founded in 1946 by Sir Eugen Millington-Drake for the purpose of promoting knowledge of things Hispanic. The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund will be used in the provision of a Prize to be awarded annually to the R.N. General List Officer (Acting Sub-Lieutenant) from the Britannia Royal Naval College, Dartmouth, who obtains the highest marks in the passing out examination in Spanish at the end of the third year of training. The prize will consist of books relating to the Battle of the River Plate or to Latin-American affairs.

### THE NEWMAN MEMORIAL FUND AND PRIZE

The Newman Memorial Fund was founded in 1886 n memory of Mr. Edward Newman, R.N., who died whilst serving as Chief Engineer of H.M. Dockyard at Portsmouth. The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund is employed in providing a prize consisting of books, scientific instruments, etc. to the R.N. or Commonwealth Officer who achieves the best results in the Part III C.N.A.A. Ordinary Degree examination at the Royal Naval Engineering College, Manadon.

### NORTH PERSIAN FORCES MEMORIAL MEDAL

The North Persian Forces Memorial Prize consisting of a silver medal and approximately £10 will be awarded annually for the best paper, published in any journal on Tropical Medicine or Tropical Hygiene.

Medical Officers of under 12 years' service of the Royal Navy, Royal Army Medical Corps, Royal Air Force and the Ministry of Overseas Development are eligible to compete.

### THE OGILVY MEDAL

This Medal was instituted in 1912 in memory of Captain Frederick Charles Ashley Ogilvy, R.N., who died on the 18th December, 1909, from typhoid fever, while in command of H.M.S. "Natal."

The dividends arising from a sum of about £240 given by Officers of the Royal Navy and by certain friends and relatives are employed in providing a medal, to be called "The Ogilvy Medal," which is awarded annually, at the discretion of the Admiralty Board, to the Officer who takes the first place in the examinations to qualify for Lieutenant (T.A.S.). Any balance that remains after payment of expenses may be handed over to the winner of the Medal at the discretion of the Admiralty Board. Officers of the Commonwealth navies are eligible to receive this Prize.

### PARKE'S MEMORIAL PRIZE

The Parke's Memorial Prize, consisting of approximately £50 and a Silver Gilt Medal may be awarded annually to the Officer who has done most by professional work of outstanding merit, to promote the study of Naval Hygiene or Army Health. This includes any activity logically classifiable under the heading of preventive medicine. Entries for this award must be in the form of a paper written by the officer.

All regular officers of the Royal Navy or Army are eligible except those on the Staffs of the Institute of Naval Medicine and the Royal Army Medical College.

### *THE JOHN PLAYER & SONS TROPHY

This Trophy was presented to H.M.S. *Excellent* in 1967 by John Player & Sons and takes the form of a silver cigarette box to be used in the Wardroom.

Each year, the 4th year Sub-Lieutenant of the Seaman specialisation who achieves the highest mark of the year in the Gunnery Course will have his name inscribed on the cigarette box, and in addition will receive a personal cigarette case presented by John Player & Sons.

### THE PRENDERGAST PRIZE

It was the wish of Admiral Sir Robert Prendergast, K.C.B., Commander of H.M.S. *Excellent* from December, 1901, to December, 1903, to arrange something to further the interest of H.M.S. *Excellent* but due to ill-health and war conditions he was unable to do so during his lifetime.

Two annual prizes have therefore been instituted as a permanent memorial to him.

(*a*) A Prize of an amount to be decided at the discretion of the managing trustees to the R.N. Officer who obtains the highest marks in Gunnery subjects in the Weapons and Electrical Application Course qualifying examination.

(*b*) A Prize of an amount to be decided at the discretion of the managing trustees to be awarded annually to the Chief Ordnance Electrical Artificer or Chief Control Electrical Artificer on the staff of H.M.S. *Excellent* who, in the opinion of the Captain, has done most to further the teaching of ordnance subjects.

### *THE PAYMASTER-IN-CHIEF EDWARD ROBINSON MEMORIAL PRIZE

This Prize was founded in 1954 under the terms of the will of the late Commander A. A. E. Robinson, O.B.E., R.N., in memory of his father, Paymaster-in-Chief Edward Robinson, R.N.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund is used to provide an annual prize to the Officer of the Supply and Secretariat specialisation in the Royal Navy who obtains the highest aggregate in the examinations in Supply Subjects held during the fourth (professional) year of training.

The Prize will consist of books selected by the recipient, subject to the approval of the Ministry of Defence, with the object of increasing the general knowledge and experience of the Officer concerned.

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## Prizes, Testimonials, &c.—*continued*

### THE ROBERT ROXBURGH MEMORIAL PRIZE

This Prize was founded in 1917, by Mrs. J. B. Roxburgh in memory of her son, Midshipman Robert Roxburgh, R.N., of H.M.S. *Indefatigable*, who was killed in action in the Battle of Jutland on the 31st May, 1916.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund is employed in providing two prizes awarded annually:

(*a*) to the Officer of the Seaman or Supply specialisation who obtains the highest marks in academic subjects in the Third Year examinations at the Britannia Royal Naval College, Dartmouth;

(*b*) to the Officer of the Engineering specialisation who gains the best results in the Degree Course examinations. Officers at the Royal Naval Engineering College, Manadon, are eligible for the award of this prize.

Officers of Commonwealth navies undergoing identical training to R.N. Officers are eligible to compete for this prize.

The Prize consists of books, accoutrements, or other articles selected by the successful Officer.

### THE ROYAL SOCIETY OF ST. GEORGE'S PRIZES

These Prizes were founded in 1924 by the Royal Society of St. George. The interest on sums collected by the Society by the sale of emblems on St. George's Day and otherwise is employed in the provision of a Prize consisting of a book, or books, on naval history, to be awarded to the boys in each training establishment for the Seaman Class of the Royal Navy who are considered by their Commanding Officer to be best at work. The number of prizes is laid down by the Admiralty Board from time to time.

### THE ROYAL SOCIETY OF ST. GEORGE'S NAVAL CHARITABLE TRUST

These prizes were founded in 1930 by the Society of St. George. The interest of sums collected by the Society provides a prize consisting of one or more books to be awarded three times a year to the best all round Artificer Apprentice passing out of H.M.S. *Caledonia* H.M.S. *Collingwood* and H.M.S. *Daedalus*.

### *THE RYDER MEMORIAL FUND AND PRIZE

The Ryder Memorial Fund was founded in memory of Admiral of the Fleet Sir Alfred Phillipps Ryder, K.C.B., who died on the 30th April 1888.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund is employed annually in the provision of a prize to be awarded to the R.N. General List Officer (Acting Sub-Lieutenant) from the Britannia Royal Naval College, Dartmouth, who obtains the highest marks, in the passing-out examination in French at the end of the third year of training.

The Ryder Prize may be withheld in any year if considered advisable.

The Prize consists of a book or books selected by the recipient.

### SHADWELL TESTIMONIAL PRIZE

The Shadwell Testimonial Prize, founded in 1888 in memory of Admiral Sir Charles F. A. Shadwell, K.C.B., who died 1st March, 1886 will be known as the "Shadwell Testimonial," and will consist of instruments or books of a professional character (as funds will admit) and of practical use in navigation.

It will be awarded to an Officer of the Royal Navy or Commonwealth navy not higher in rank than Lieutenant Commander or Captain R.M., who has never been classed as an Assistant Surveyor or served in a Beach Survey Team or Special Boat Section of the Royal Marines (or Commonwealth equivalent) who has sent in through his Commanding Officer the most creditable plan of an anchorage or other marine, including beach, surveys.

The award will be made on the plans received at the Ministry of Defence (Naval Personnel Division 2) during each calendar year, by a Committee consisting of the Hydrographer of the Navy, the Assistant Hydrographer of the Navy, and the Surveying Officer in charge of the Chart Branch; and they will be empowered to make no award should they judge the plans received during the year not to be sufficiently meritorious.

In case of co-operation in the production of a plan, a junior Officer, who has assisted materially in its construction, may participate in the reward, should the funds be sufficient.

The first award was made on the plans received during 1899.

### SICK BERTH PETTY OFFICERS' EFFICIENCY MEDAL

It was the donor's wish, very firmly expressed in the Trust Deed and covenanted by the Admiralty, that the fund establishing the above-named prize should at all times thereafter be known by that title. In order to give effect to the donor's intentions, as far as possible, the award is limited to Petty Officer Medical Assistants.

The medal is awarded annually to a Petty Officer Medical Assistant for zeal and efficiency shown in the discharge of his duties during the preceding year.

Senior Medical Officers of H.M. Ships, Hospitals and Establishments generally, will be entitled to forward (through the Captain) direct to the Ministry of Defence (Medical Director General (Naval)), Empress State Building, London, S.W.6. the names of Petty Officer Medical Assistants whom they recommend for the medal. Each recommendation is to be accompanied by originals or copies of Forms S1246L S264 and S459 and a statement of any special services rendered during the year which may be evidence of outstanding zeal and efficiency. Recommendations must reach the Medical Director-General not later than 31st March.

The name of the selected candidate will be published in Defence Council Instructions (Royal Navy) annually.

The medal is not to be worn.

### THE BOYLE SOMERVILLE MEMORIAL PRIZE

A fund has been established in memory of Rear-Admiral Boyle Somerville, for the purpose of awarding a prize which will be known as the Boyle Somerville Memorial Prize, and will have as its object the encouragement of research work in connection with the science of meteorology.

The prize may be awarded annually to an Officer in the Royal Navy, or one of the Commonwealth navies, whose work during the period under review is adjudged to be of particular merit in connection with the development of meteorology or oceanography and their application to naval operations. Special consideration will be given to any original papers indicating a voluntary effort additional to the author's normal duties.

No prize will be awarded in any year in which no work of sufficient merit is brought to the notice of the Admiralty Board.

The amount of prize is expected to be not less than £13 in any one year and shall be expended in the purchase of books and/or instruments and/or other articles as approved by the Ministry of Defence.

The prize shall not be awarded more than once to the same Officer.

The award will be made on the material received at the Ministry in each calendar year, by a committee

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## Prizes, Testimonials, &c.—*continued*

consisting of the Hydrographer of the Navy, the Director of Naval Air Warfare (for meteorology), the Director of Naval Warfare (for oceanography), and the Director of Meteorology and Oceanographic Services (Naval).

In case of co-operation, an Officer who has assisted in the production of material may participate in the award, should the funds be sufficient.

### THE BERTRAND STEWART PRIZE ESSAY

1. A legacy of the late Captain Bertrand Stewart provides two prizes for the best essays submitted each year on a military subject selected by the Army Board of the Defence Council. The subject of the essay for each year and conditions of entry are published in Defence Council Instructions (Royal Navy). The first prize is £80 and the second prize at least £15 (subject to the essay being of the required standard).

2. The prize can be competed for by officers, ratings, soldiers or airmen who are serving, or have served, in any of the Armed Forces of the Commonwealth.

3. Essays, marked "Bertrand Stewart Prize Essay" on the envelope, should be addressed direct to the Editor, The Army Quarterly and Defence Journal c/o West of England Press, 1 West Street, Tavistock, Devon.

The authorship of the essays must be strictly anonymous. Each competitor must adopt a motto and enclose with his essay a sealed envelope with his motto typewritten on the outside and his name and address inside.

The title and page of any published or unpublished work, to which reference is made in any essay or from which extracts are taken must be quoted.

The essays, which are to be addressed to the Editor of the Army Quarterly and Defence Journal, must reach the office of the Army Quarterly and Defence Journal, c/o West of England Press, 1 West Street, Tavistock, Devon, not later than (date to be published).

The essays will be judged by 3 referees—2 to be appointed by the Army Council, the 3rd to be the Editor of the Army Quarterly and Defence Journal. The decision of the referees, or of the majority of them, will be final.

The referees are fully empowered if, in their opinion, or in the opinion of the majority of them, no essay submitted to them comes up to a sufficiently high standard of excellence, not to award the prize; or they may, if they consider such a course desirable, divide the prize among 2 or more competitors.

The result of the competition will be made known in the Army Quarterly and Defence Journal, and the prize essay will be published in the Review. In the event, however, of there being 2 or more prize essays, the Editor of the Army Quarterly and Defence Journal reserve to themselves the right of deciding which of these essays they will publish.

The copyright of any essay which appears in the Army Quarterly and Defence Journal belongs to the Proprietors of the Review.

Neither the Proprietors nor the Editor of the Army Quarterly and Defence Journal are to be held responsible for the loss of, or failure to return any essay submitted for the competition, nor do they incur any liability whatsoever in connection with the receipt of the essays, any dealings therewith, the judging thereof, or the reports thereon.

### THE SUPERINTENDENT OF DIVING'S TROPHY

This trophy was presented in 1959 by Commander J. R. Carr, O.B.E., R.N., for use as an award for MCD Officers.

2. The trophy consists of a silver cup nine inches high, mounted on a plinth which shows the names of the winners. It will be held in H.M.S. *Vernon*, where Officers undergo MCD training.

3. The trophy will be awarded to the Officer passing the annual MCD Course with the highest aggregate of marks.

4. Officers of the Commonwealth navies will be eligible to receive this trophy.

5. A small sum of money has been invested in trustee stock for the maintenance of the trophy.

### *THE HAROLD TENNYSON MEMORIAL PRIZE

This Prize was founded in 1917 by Lord Tennyson, in memory of his son, Acting Sub-Lieutenant The Hon. Harold Courtenay Tennyson, R.N., of H.M.S. *Viking*, who was killed in action on the 29th January, 1916.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund is employed in providing a Prize to be awarded annually at the end of the third year's training to the Officer at the Britannia Royal Naval College who has written the best essay during the year on some subject in English Literature to be selected by the Director of Studies at the College.

The prize consists of books, including the single volume edition of the late Lord Tennyson's complete works. Officers of the Commonwealth navies are eligible for this Prize.

### THE WEMYSS PRIZE

This prize was founded in 1946 by the Hon. Alice Wemyss in memory of her father, Admiral of the Fleet Lord Wester Wemyss, who had been the first Captain of the Royal Naval College at Osborne.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund will be employed in providing a prize of books annually, on completion of the third year of training at the Britainnia Royal Naval College, Dartmouth, for the Officer who gains the highest mark in the examinations at the end of the course in "Contemporary Affairs". Officers of Commonwealth navies undergoing identical training to R.N. Officers are eligible to compete for the prize.

### THE WHARTON TESTIMONIAL

The Wharton Testimonial was founded in 1907 to commemorate the service of Rear-Admiral Sir William J. L. Wharton, K.C.B., F.R.S., who filled the post of Hydrographer of the Navy from 1884 to 1904. It exists for the same purpose as the Beaufort Testimonial.

The annual income derived from the Fund's holding in the United Services Trustee Combined Charitable Fund will be added to the income of the Beaufort Testimonial, and the total amount will be employed in purchasing for the winner of the joint prizes a gold medal having on the obverse a bust of Sir William Wharton, and on the reverse a suitable inscription. The balance remaining will be used to purchase some instrument or work of a kind to be practically useful to a Naval Officer.

The two awards for the same object will be given annually under the names of "The Beaufort Testimonial and the Wharton Testimonial," thus associating the names of two Hydrographers of the Navy.

Officers of Commonwealth navies undergoing identical training to R.N. Officers are eligible to compete for this prize.

### THE WHITWORTH MEMORIAL PRIZE FOR MUSIC

Founded in 1946 by Mrs. M. A. G. Whitworth in memory of her son, Sub-Lieutenant C. H. Whitworth, D.S.C., R.N., who lost his life during the German attack on Crete in 1941. The prize is awarded three times a year to the General List or Supplementary List Officer passing out of the Britannia Royal Naval

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## Prizes, Testimonials, &c.—*continued*

College, Dartmouth, who has shown the greatest promise in music during his period of training at the College. The prize consists of books. Officers of Commonwealth and foreign navies are eligible for this prize.

### THE WILKINSON SWORD AWARD

The Wilkinson Sword Award was instituted in 1966 to be presented annually by Messrs. Wilkinson Sword Limited to the R.N. or R.M. unit, establishment or ship which is judged to have made the most valuable contribution towards establishing good and friendly relations with the inhabitants of any territory outside the United Kingdom.

Any ship, establishment or unit (including R.M. Commandos serving under the operational command of the Army) is eligible for this award.

### *£10 PRIZES

Eight prizes to the value of £10 each are awarded annually to the Officers gaining the highest aggregate marks on completion of first year training examinations, regardless of specialisation. Officers of Commonwealth and foreign navies are eligible to compete for these prizes.

### £20 PRIZES

A prize of £20 will be awarded annually to the Lieutenant (Eng.M) who obtains the highest marks in the final examination in the Advanced Marine Engineering Course. Officers of Commonwealth and foreign navies are eligible to receive this prize.

### FIELD SURVEY ASSOCIATION HYDROGRAPHIC SURVEY PRIZE

A prize of £25 may be awarded annually to the British or Commonwealth naval officer qualifying at one of the basic, intermediate or advanced hydrographic courses at the R.N. Hydrographic School, H.M.S. *Drake*, who is considered by the Officer in Charge of that School to most deserve the award. Consideration will be given not only to the marks obtained on the course but also to the officers' approach to and participation in the overall activities of the school during the course.

A nomination by the Officer in Charge, R. N. Hydrographic School will be submitted to the F.S.A. Council by 31st August annually together with details of the proposed recipient. The Officer in Charge need not make a nomination should he feel that no officer has deserved the award.

Subject to approval of the nomination by the F.S.A. Council, the winner will be announced on 30th November each year and will be invited to be a guest at the next F.S.A. dinner at which he will receive his prize.

An officer will be eligible to receive a second or third prize at subsequent courses.

### LIEUTENANT R.M. PRIZE

A prize will be awarded to the Lieutenant, R.M. in any year's General List entry who obtains the best results on completion of his courses of training. The prize will consist of a sword, suitably engraved, or alternatively his personal sword may be engraved and a sum equivalent to the cost of the sword may be granted to him.

### MEMBERSHIP OF THE ROYAL UNITED SERVICES INSTITUTION

One Officer of the Royal Navy or Royal Marines who undergoes the Lieutenants' Greenwich Course each term will be selected by the Admiral President, Royal Naval College, Greenwich, for five years full and free membership of the Royal United Services Institution.

### ANNUAL COMPETITION FOR NAVAL HISTORY PRIZES

1. Prizes will be awarded annually to Officers who submit essays of sufficient merit on a prescribed subject of Naval History.

2. The subject of the essay for each year, and the titles of books recommended for study, will be published in Defence Council Instructions (Royal Navy). The list of books given will not be exhaustive; Officers may study and quote any contemporary paper or other authority, but success will depend mainly on the mastery of the work of the contemporary authorities recommended.

3. To avoid errors which experience of the competition has shown to be common, Officers should consult a pamphlet "Hints to Competitors" which may be obtained on application to the Director, Naval Education Service.

4. Essays should be of not more than 12,000 words, and may be in manuscript or typed.

5. Competitors are to forward their essays to the Director of the Naval Education Service, before the end of the year. Each essay must be accompanied by a declaration by its author that it is his unassisted work; this declaration is to be counter-signed by his Commanding Officer.

6. *Limited Competition.* This competition is limited to serving officers on the permanent lists of the Royal Navy, Royal Marines and W.R.N.S. in the ranks of Acting Sub-Lieutenant to Lieutenant-Commander (inclusive) or equivalent and corresponding Officers of Commonwealth navies who are serving on exchange or loan service in the Royal Navy or Commonwealth or foreign Officers undergoing training with the Royal Navy. This includes Special Duties and permanent Supplementary List officers. Officers who have passed the Staff Course are ineligible.

7. The prizes for the limited competition each year are as follows:—

| | |
|---|---|
| First Prize | £100, and a medal |
| Second Prize | £60 |
| Third Prize | £40 |

8. An Officer who has obtained a prize in the limited competition will be eligible only for a higher prize in a subsequent limited competition.

9. *Open competition.* Serving Officers of all ranks on the permanent lists of the Royal Navy, Royal Marines and W.R.N.S. and corresponding Officers of Commonwealth navies who are serving on exchange or loan service in the Royal Navy or Commonwealth or foreign Officers undergoing training with the Royal Navy may submit essays on the subject laid down for the year and any active service Officer who is not eligible to compete in the limited competition or who is not awarded a prize in that competition may be considered for a prize in the open competition.

10. The supplementary prizes for the open competition will be of £40 or less at the discretion of the Ministry of Defence.

11. Certificates will be awarded to all competitors whose work shows real merit. If an Officer receives a prize or certificate it will be noted in the official records and will be taken into account on application to qualify for staff duties.

12. *Provision of books.* Authority cannot be given for the provision at official expense of books recommended for study in prize competitions; full use should be made of the facilities afforded by the public library system, the Naval Historical Library, Empress State Building, Lillie Road, Fulham, 1TR (which loans books of Reference on a limited scale), and the Mount Wise Naval History Library which forms part of the City Library, Plymouth.

13. The total amount of the prizes which may be awarded in any year is limited to £300. The Ministry of Defence reserve the power to withhold the award of

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any prize if essays of sufficient merit are not submitted, or to combine two prizes and divide them equally where essays are of equal merit.

### IRVING CHAPMAN MEMORIAL AWARD

1. The Irving Chapman Memorial Award has been established by the Portsmouth Branch of the Submarine Old Comrades Association, in memory of the late IRVING CHAPMAN who was a founder of the Association and gave it years of dedicated service after leaving the Navy as a Submarine ERA.

2. The award, which will take the form of a certificate and tankard suitably engraved, will be presented annually to the rating (Leading rating or below) on the Basic Submarine Training Course, who is considered by the Training Commander as most worthy to receive it. Consideration will be given not only to the marks obtained, but also to the other general qualities that the candidate may possess.

### PETER MITCHELL TRUST ESSAY COMPETITION—BRITISH COMMONWEALTH NAVIES SECTION

1. This is an annual essay competition open to all members of British Commonwealth Navies of the rank of Commander and below, including ratings, other ranks Royal Marines and W.R.N.S.

2. The subject of each year's essay will be selected by the Australian Commonwealth Naval Board and will be related to the naval defence of Australia.

3. The essays will be judged by one or more officers selected by the Australian Commonwealth Naval Board who will when possible include officers of British Commonwealth Navies other than the R.A.N. The terms of the competition, quoted from Australian Navy Orders, are in paragraphs 4–14 below.

4. Seven prizes will be awarded annually in the following three groups:

Group 1: Open competition (for officers and sailors) —$1,250 and books or instruments to the value of $250.

Group 2: Prizes of $1,000, $500 and $250 for the three best essays submitted by officers (see notes).

Group 3: Prizes of $1,000, $500 and $250 for the three best essays submitted by sailors (see notes).

NOTES

(i) Prizes in Groups 2 and 3 will be considered after the prize for the open competition has been awarded and the winner of that prize will not be eligible for a further prize.

(ii) in the event of enough essays of sufficient merit not being received for either Group 2 or Group 3 prizes, the Australian Commonwealth Naval Board have a discretion to transfer prizes from Group 2 to 3 or vice versa.

5. Special Conditions:

(*a*) The authorship of the entries, including country of origin, will be unknown to the judges until the time comes to allocate prizes to the three groups of prize-winners. "Noms-de-plume" or numbers will be used.

(*b*) The essays are to be written in English.

6. The Trustees, in consultation with the Australian Commonwealth Naval Board, will have power to alter or terminate the competition.

7. The title of the essay for each year will be published in D.C.I.'s (R.N.).

*Essay Rules*

8. Essays must be original and be of between 5,000 and 10,000 words. They are to be in the English language, type-written, double-spaced and on paper approximately instructional size A4 (297 × 210 mm).

9. Each competitor is to sign a declaration that the essay is the competitor's own unassisted work. The declaration is to be countersigned by the competitor's Commanding Officer.

10. Competitors' names must not appear on essays. Instead competitors must use a "Nom-de-plume" which is to appear on the title page of the essay.

*Submission of Essays*

11. Accompanying each essay is to be a sealed envelope, on the outside of which is to be written the competitor's "nom-de-plume". The envelope is to contain:

(*a*) the declaration referred to in paragraph 9 above.

(*b*) a sheet on which is to be typed the competitor's "nom-de-plume" and his name, rank and address.

The envelopes will not be opened until the final selections have been made.

12. Essays and identifying envelopes are to be airmailed, in a large sealed envelope marked "Peter Mitchell Trust Essay Competition". They are to be sent to the following address, postmarked on or before 30th November of the year in which the title is published:—

Director of Naval Education Service
Navy Office
CANBERRA ACT 2600 AUSTRALIA

13. Competitors are advised that copyrights will reside with the Australian Commonwealth Naval Board.

14. Prizewinners will be notified individually and full results will be published as soon as possible.

15. The provisions of Q.R.R.N. Article J2415, paragraphs 3 and 5 are to be complied with before essays are forwarded to Australia.

16. A copy of each essay, with copies attached of the declaration and typed sheet described in paragraph 11, is to be forwarded to the Director, Naval Education Service, Ministry of Defence, Old Admiralty Building, Whitehall, London SW1A 2BE, for record purposes only.

17. The approximate exchange rate is £1 = 2·15 Australian dollars ($).

## FLEET AIR ARM PRIZES

Note:

1. Nominations for prizes will be based on courses qualifying in a calendar year.
2. Should nominees not achieve a sufficiently high standard the respective trophy will not be awarded.
3. Awards will be published in March and presentations made as soon as possible thereafter.

### THE ARMSTRONG WHITWORTH TROPHY

Originally presented by Armstrong Whitworth in 1956. It is now awarded at the end of each course at Observer School to the student obtaining best results in Ground School.

### THE AUSTRALIA SHIELD

This trophy was bought from trust monies originally donated by the people of Australia. It is awarded to the front line squadron achieving the highest operational readiness state over the year.

### THE BAMBARA FLIGHT SAFETY TROPHY

A silver cup awarded annually to the second line squadron or unit with the best flight safety record.

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### THE BOYD TROPHY

The trophy is a silver model of a Swordfish. It was presented in 1946 by the Fairey Aviation Company Limited in commemoration of the work for Naval Aviation of Admiral Sir Dennis Boyd, K.C.B., C.B.E., D.S.C. It is awarded annually to the Naval pilot(s) or aircrew(s) who in the opinion of the Flag Officer Naval Air Command has/have achieved the finest feat of aviation during the previous year. It will be held by the ship, air station or establishment in which the winner(s) was/were serving at the time the winning feat was achieved.

### THE WILLIAM BRIDGE TROPHY

This trophy, a double handled silver plated cup, was donated in 1966 by the Lord Mayor of York, Alderman William Bridge, J.P. It is awarded to the helicopter pilot who has shown outstanding pilot potential or who has obtained the best first class pass in flying at the end of each course at R.N.E.F.T.S.

### THE HENRY LEIGH CARSLAKE PRIZE FOR OBSERVERS AND THE HERBERT LOTT PRIZE FOR PILOTS

The Herbert Lott Prize for Pilots and the Henry Leigh Carslake Prize for Observers are competed for annually. Officers of the rank of Lieutenant Commander and below are particularly encouraged to enter for these competitions.

These prizes are awarded for the best essays on a subject dealing with the work and development of the Fleet Air Arm. Officers entering for the competitions should bear in mind the following points:—

(*a*) Ideas expounded in these essays can be of real value to the Fleet Air Arm and to the Navy as a whole.

(*b*) The object of the competitions is not only to show individual merit but to stimulate original thought and general discussion on Service problems.

(*c*) The judges will take into consideration the standard of English as well as the subject matter and its presentation. Competitors should aim at clear, logical expression. They may find it helpful to read JSP 101—The Joint Service Staff Manual Vol. I Service Writing Part III; and BR 476—English for General Certificate, Chapter I, about the Essay.

The conditions of entry are:

(*a*) Competitions are open to Officers on the General, Supplementary and Special Duties Lists, and to Officers of Commonwealth navies serving as aircrew with the Royal Navy.

(*b*) Officers must be serving as Pilots in order to qualify for the Herbert Lott Prize, and as Observers to qualify for the Henry Leigh Carslake Prize.

(*c*) Individual entries, or joint entries by not more than two Officers in collaboration are allowed.

(*d*) No Officer may be awarded a prize more than once.

(*e*) Prizes may be withheld if essays of sufficient merit are not submitted.

(*f*) Authorship must be strictly anonymous. Each competitor must adopt a motto and enclose with his essay a sealed envelope with his motto typewritten on the outside and his name and address inside. Joint entries should have a single motto, but the names and addresses of both co-authors.

The Henry Leigh Carslake Prize was founded in 1927 in memory of Lieutenant Henry Leigh Carslake, R.N., one of the pioneer naval observers of the Fleet Air Arm, who was killed in an aircraft crash at sea off Malta on 21st October 1926, while serving in H.M.S. *Eagle*. The capital of the Henry Leigh Carslake Fund is invested in the United Services Trustee Combined Charitable Fund; the prize is a medal and a sum of money.

The Herbert Lott Prize was instituted in order to provide a comparable prize for pilots. It is a cash prize of £30, and is paid from the Herbert Lott Fund described on page 67.

If a joint entry is successful, the prize will be split. In the case of the Henry Leigh Carslake Prize, two medals will be awarded.

Essays will be returned to unsuccessful competitors with suitable constructive criticism. Winning essays, or those of special interest, may be published in "Flight Deck", edited as necessary.

### DAEDALUS TROPHY

Originally presented by H.M.S. *Daedalus* in 1956. It is now awarded annually to the best Observer completing basic training.

### THE BELL DAVIES TROPHY

This trophy was presented to the Fleet Air Arm in 1963 by Vice-Admiral R. Bell Davies, V.C., C.B., D.S.O., A.F.C. It will normally be held at Culdrose and is awarded annually to the best Supplementary List Aviator qualifying for the award of pilots wings.

### THE FAIRCHILD HILLER TROPHY

A silver "Comyns" cup inscribed "Helicopter Ground School Trophy" presented in 1967 to the Royal Naval Helicopter School by the Fairchild Hiller Corporation to mark the long association between the School and the Corporation.

The trophy is awarded to the student who gains the highest marks in ground subjects on each Basic Flying Training Course.

### THE FERGUSON SHIELD

This was presented in 1958 by Mrs Ferguson, widow of Lieutenant-Commander W. A. M. Ferguson, R.N. It is presented annually to the best qualifying H.W.I. of the year.

### THE HALLAM TROPHY

Presented to the Fleet Air Arm in 1964 by Mr. V. Hallam in memory of his son Lieutenant P. C. G. Hallam who was killed in a flying accident at Lossiemouth in 1960. The trophy is a silver model of a Hunter aircraft and is awarded annually to the best Pilot completing Commando operaticnal Flying Training.

### THE HARGREAVES TROPHY

A silver cup presented by Commander C. F. Hargreaves in 1968. It is awarded at the end of each course to the student helicopter pilot who obtains the best results in flying and ground school at R.N.E.F.T.S.

### THE HELICOPTER SPECIALIST AEROBATIC TROPHY

A solid silver cup approximately 4½ inches high, without base, which was presented by No. 135 HSP Course in September, 1967. It is awarded to the student who gives the best aerobatic display at the end of each course at R.N.E.F.T.S.

### THE HIBERNIA CUP

This cup was originally presented to H.M.S. *Hibernia* by R.N.A.S. Officers in 1912. It is now awarded annually to the best rating aircrew under Training.

### THE KELLY MEMORIAL PRIZE

Founded in 1958 from the residue of donations for the purpose of erecting a memorial plaque to the late Lieutenant-Commander (P) D. P. W. Kelly, R.N., in the chapel of the Britannia Royal Naval College, Dartmouth.

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The Prize, a silver model of a Sea Hawk mounted on a plinth carrying plaques to be inscribed with the winners' names, is retained by the Commanding Officer R.N. Air Station Culdrose.

The Prize is awarded annually to the best General List Aviator qualifying for the award of pilot's "wings".

### THE KEMSLEY TROPHY

This trophy was presented by the F.A.A. Officers Association. It is now awarded annually to the best pilot completing ASW OFT.

### HERBERT LOTT NAVAL TRUST FUND PRIZES

In addition to the £30 Prize awarded in the Essay Competition for Pilots, two Herbert Lott Trust Fund Prizes of £15 each are awarded annually to the best (1) rotary wing pilot (2) observer qualifying during the year.

### THE 141 NAVIGATION TROPHY

A wooden shield approximately 12 inches high with a silver scroll and silver nameplates surrounding it. It was presented by the R.A.F. Officers of 141 HSP Course in November, 1968, and is awarded to the student who achieves the best overall marks in Navigation including the Final Navigation Test at the end of each course at RNEFTS.

### THE LOUIS NEWMARK FLYING TROPHY

A silver salver presented to the Royal Naval Helicopter School in 1967 by Louis Newmark Limited in recognition of the close ties over several years between R.N. Helicopter Squadrons and the Company. It is awarded to the student who achieves the highest mark in flying on each Basic Flying Training Course.

### THE NUNBURNHOLME TROPHY

Originally presented by Lord Nunburnholme during World War I to Royal Naval Air Station, Howden. It is now awarded annually to the best observer completing ASW OFT.

### THE ADMIRAL SIR DUDLEY POUND PRIZE FUND

This prize fund was established in 1955 out of monies from the Admiral Pound Memorial Fund.

The capital value of the prize fund is approximately £1,680, and interest on this sum is used to provide five prizes annually for award to the three pilots and two observers who achieve the greatest success at an Operational Flying School in each of the following roles:—

(*a*) Anti-Submarine
(*b*) Strike
(*c*) Commando (pilot only)

The selection of Officers is made at the end of each calendar year, and award is restricted to ab-initio students completing operational Flying Training.

The prize money is made available for the purchase of books or instruments (including such things as watches), the choice being subject to Ministry of Defence approval.

### THE ROBERT SANDISON TROPHY

A silver model of a Wyvern aircraft presented by P. Sandison, Esq, in 1957 in memory of his son, Lieutenant R. E. Sandison, R.N., who was killed in a flying accident in September 1956. It is awarded annually to the aircrew making the most valuable contribution to the development of weapons, weapon tactics or methods of delivery.

### THE WALLROCK TROPHY

This Trophy was presented in 1949 on the institution of the Short Service Commission (Aircrew) entry, by Samuel Wallrock, Esq.

The trophy consists of a bronze plaque 12¾ inches × 8¾ inches on an oak background 21 inches × 14 inches engraved at the top "Best All-Round Aviation Cadet."

To have inscribed on it the name of the Supplementary List Midshipman obtaining the highest marks in the passing out examination for each course of General Naval and Air Training at Britannia Royal Naval College, Dartmouth, provided that he is awarded a first class pass.

### THE SOPWITH PUP TROPHY

This trophy which is a silver model of a Sopwith Pup Aircraft was presented to the Flag Officer Carriers and Amphibious Ships by Hawker Siddeley Aviation to mark the firm's long association with the Royal Navy dating from the First World War.

The trophy is awarded annually by the Flag Officer Carriers and Amphibious Ships to the ship whose flight achieves and maintains the highest degree of operational readiness over the year from 1st December to 30th November. A cash grant of £10 to the winning flight is made with the award. The trophy is normally to be retained in the ship, but may be transferred to the flight's parent air station at the discretion of the Commanding officer or the Master of the R.F.A.

### THE WESTLAND PRIZE

The award was started in 1965 by the Westland Aircraft Company in recognition of their close association with the rotary-wing element of the Fleet Air Arm. The prize is awarded to the best all round helicopter pilot on completion of each Basic Flying Training Course.

### THE PLESSEY MARINE AIR ANTI-SUBMARINE WARFARE TROPHY

This trophy, which was presented in 1971 by the Plessey Company Limited to mark their long association with the Fleet Air Arm, is an inscribed silver salver with a central motif of a Sea King helicopter hovering above the sea with its sonar sensor suspended. Provision is made for engraving the names of the winners. The trophy is presented annually by FONAC to the Underwater Control (Air) rating (on either a First or Second Line Squadron) for outstanding work in the field of helicopter anti-submarine warfare. The trophy can be held by the winner's unit. A cash grant of £10 is made with the award.

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# ROYAL NAVAL AND ROYAL MARINES SCHOLARSHIP SCHEME AND ROYAL NAVAL RESERVED CADETSHIP SCHEME

## INTRODUCTION

1. The Ministry of Defence offers a number of Royal Naval and Royal Marines Scholarships and other Reserved awards to suitable young men aged about 16 who wish, in due course, to enter the Royal Navy for a Full Career Commission, or the Royal Marines for a Long Service Commission. Under the scheme a place is reserved in the Royal Navy or Royal Marines for each successful candidate while he continues his studies to obtain the necessary educational qualifications for entry as a University Cadet or Naval College/First Appointments R.M. Entrant.

2. Up to 72 Royal Naval and 6 Royal Marines Scholarships awards are made each year. They are awarded to those candidates who do best in the selection procedure. Scholarships normally carry financial assistance as well as the reserved place implicit in an award. Other successful candidates are given awards which are termed Royal Naval Reserved Cadetships or Royal Marines Reserved Appointments. These are similar to Scholarships except that no financial assistance is given.

3. The entry regulations are detailed as follows:—

Part 1. Methods of Selection and Awards
Part 2. General Conditions of Awards
Part 3. Educational Qualifications Required
Part 4. Medical Standards.

## PART I

## METHODS OF SELECTION AND AWARDS

### APPLICATIONS

1. The application form should be completed and returned to the Ministry of Defence, Naval Personnel Division 1 (Scholarships), Old Admiralty Building, Whitehall, London SW1. A Registrar's copy of the candidate's birth certificate, or if one cannot be obtained, other documentary evidence (which may be a statutory declaration before a magistrate) giving exact date of birth should accompany the application. Any candidate who has not received acknowledgment of his application within 10 complete days should write at once to the above address. A competition time-table is enclosed for guidance on application dates.

### SPECIALISATION

2. Candidates may apply for a Royal Naval Award, a Royal Marines Award, or both. Where they apply for both they must state which service is their first choice. Applicants for Naval Awards must state their order of preference for specialisations in which they are willing to serve. These specialisations are Seaman, Engineering (Mechanical and Electrical) and Supply and Secretariat. Award holders may alter their original selection of preferences during the tenure of the award. Specialisations will be allocated shortly before entry. Every effort will be made to meet the stated preference of the candidates but this cannot always be achieved, especially in the Supply and Secretariat specialisation, for which the number of places available is limited.

### INTERVIEW

3. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports and the result of tests of intelligence, aptitude and personality conducted during the selection procedure.

4. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for the award of a Scholarship or Reserved Cadetship. Those who are recommended should not, however, assume that their entry to the Royal Navy or Royal Marines is guaranteed because the final selection is made in the Ministry of Defence.

### MEDICAL EXAMINATION

5. Candidates who reach a satisfactory standard at the Interview are generally called to attend a medical examination in London about two weeks later. They should not, however, assume that this implies success in the competition. For candidates who have to travel long distances every effort is made to arrange for the medical examination on the day following their interview.

6. Candidates who are below the physical or visual standard are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the disqualification. The nominal fee of one pound, which must accompany an appeal, is refunded if the appeal is successful. Expenses incurred in travelling, meals and accommodation for attendances at Appeal Boards are not refunded.

### TRAVELLING AND OTHER EXPENSES

7. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd Class rail or bus fares from a candidate's school or normal place of residence will be refunded for the whole amount. Lodging and food are provided free of charge at H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

8. Candidates who have to travel long distances within the United Kingdom to reach the Interview or Medical Board, and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meals, bed and breakfast for each night necessarily spent away from home. The maximum amounts of refund will be notified separately. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded.

### AWARDS OF SCHOLARSHIPS, RESERVED CADETSHIPS AND RESERVED APPOINTMENTS

9. As medical appeals have to be decided and educational qualifications confirmed it will not be possible to announce the final awards until late September or early October. However parents/guardians will be notified of provisional results as soon after the interview and medical as possible.

### PARTICIPATION IN MORE THAN ONE COMPETITION

10. A candidate unsuccessful at his first attempt may enter a subsequent competition. Not more than two attempts may be made. Similarly a candidate who is awarded a Royal Naval Reserved Cadetship or Royal Marines Reserved Appointment at his first attempt may make a second attempt to qualify for a Scholarship; such candidates must understand, however, that the original award will be withdrawn in the event of failure to reach the required standard on the second occasion. Lack of success on the Scholarship Competition will in no way affect the chances of a boy who subsequently applies to enter the Royal Navy or Royal Marines under any other scheme.

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## PART 2

## GENERAL CONDITIONS OF AWARDS

### SCOPE OF THE SCHEME

1. The scheme is open to boys undergoing full-time instruction at any school recognised by the appropriate education authority on the United Kingdom, the Isle of Man, the Channel Islands, or at a British Forces school overseas. The school must be capable of educating boys up to a standard of the Ordinary and Advanced Levels of the General Certificate of Education, or the Ordinary and Higher Grades of the Scottish Certificate of Education, or lacking this, the Headmaster must certify on the application form that arrangements can be made to have the candidate transferred to a school which has such facilities.

### AGE LIMITS

2. Candidates must be at least 15 years but not yet 17 years 6 months on 1 September in the year of the award where a full two year award is sought. The upper age limit may be raised where the award is for one year only.

### NATIONALITY

3. To be eligible candidates must:—
(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was within the Commonwealth, or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were British subjects or citizens of the Republic of Ireland.

4. Applicants not able to satisfy these conditions may in exceptional circumstances, and with special permission of the Secretary of State for Defence, be accepted. Such applications should be accompanied by the following documents:—
(*a*) naturalisation certificate or evidence of naturalisation;
(*b*) parents' birth and marriage certificates;
(*c*) candidates' and parents' passports.

5. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

### RESIDENTIAL QUALIFICATION

6. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

### FINANCIAL ASSISTANCE FOR SCHOLARSHIP HOLDERS

7. Financial assistance can be granted to the holders of Scholarships for Tuition and Maintenance. The amounts paid are not subject to Income Tax. They will normally be payable for up to 2 academic years.

8. A Tuition Grant is payable where a Scholar is attending a fee-paying school. Fees in respect of tuition (but not accommodation, in the case of boarding schools) will be reimbursed up to a maximum of £260 per year. Payment will be made each term on production of a receipted school bill.

9. A Maintenance Grant is payable for scholars whose parents have a nett income of less than £2,125 per year. In determining nett income the following annual outgoings will be deducted from the gross income:—
(*a*) £200 for wife.
(*b*) £200 for each wholly dependent child, including the candidate.
(*c*) £200 for each other dependant (other than children).
(*d*) Up to £800 for school tuition fees (i.e. excluding boarding element) of each dependent child other than the candidate.
(*e*) Interest of mortgages, loans etc.
(*f*) Contributions payable for superannuation (including National Insurance) and premiums of life assurance on the parents or guardians (up to 10 per cent of income).

The Maintenance Grant will be paid at the following rate:—

| *Nett Annual Income* | *Grant (per annum)* |
|---|---|
| Below £625 | £125 |
| £625 – £874 | £100 |
| £875 – £1124 | £75 |
| £1125 – £1374 | £50 |
| £1375 – £1624 | £45 |
| £1625 – £1874 | £40 |
| £1875 – £2125 | £20 |
| Over £2125 | Nil |

Following the award of a Scholarship parents/guardians will be asked to complete a confidential income assessment form. The first instalment of the Maintenance Grant will be paid as soon as possible thereafter: further instalments will be paid at the beginning of every term. After the first year of the award, parents or guardians will be required to complete a further financial declaration in order that the original award may be reviewed if necessary and the second year's grant calculated.

10. The payment of Tuition and Maintenance Grants is subject to satisfactory progress being maintained at school. To this end Headmasters' reports will be obtained at regular intervals.

11. An award will not normally be held for more than two years. Award holders will be expected to join the Royal Navy or Royal Marines in the September two years after the commencement of the award as Naval College or First Appointment entrants. Provided they satisfy the appropriate entry regulations there is of course no objection to their entry after one year of the award.

12. In certain cases where the holder of a Reserved Cadetship or Reserved Appointment does not qualify educationally within two years, the Ministry of Defence is prepared to extend the award for a further year. Scholarship holders may similarly be allowed a further year to qualify for entry *but no financial assistance can be allowed during this period.*

13. Candidates who fail to qualify educationally for an R.N. Full Career Commission may, if suitably qualified, be considered for a Short Career Commission in the Seaman specialisation, or if they pass flying aptitude and medical tests, in the Helicopter Aircrew specialisation. Similarly R.M. award holders may be considered for a Short Service Commission in the Royal Marines.

### UNDERTAKING TO ENTER THE ROYAL NAVY OR ROYAL MARINES

14. Awards are made on the understanding that the candidate intends to remain at school for the required period and to do his best to qualify for entry as an officer in the Royal Navy or Royal Marines. An undertaking to this effect will be required. If a Scholarship holder does not honour this obligation for reasons within his control he or his parents/guardians if he is under 18 years of age will be required to refund to the Ministry of Defence any instalments of the Scholarship paid in the interim.

### RECIPROCAL UNDERTAKING

15. The Ministry of Defence guarantee entry as an officer in the Royal Navy or Royal Marines as appropriate to each award holder, subject to his satisfactory progress and behaviour, his reaching the appropriate educational qualifying standard, and his remaining medically fit (all boys will undergo a further medical examination prior to entry).

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PART 3

EDUCATIONAL QUALIFICATIONS REQUIRED

SCHOLARSHIPS, RESERVED CADETSHIPS AND RESERVED APPOINTMENTS AWARDS

1. To qualify for the award of a Scholarship, R.N. Reserved Cadetship or R.M. Reserved Appointment, a candidate must attain one of the following standards before the September in which the awards are due to commence. Boys need not however, have obtained these standards at the time of application. The results of examinations taken subsequent to the interview procedure will be obtained by the Ministry of Defence before the final awards are announced.

(*a*) *R.N. Awards.* Passes in a General Certificate of Education examination at the Ordinary Level, or Scottish Certificate of Education at the Ordinary Grade, or Certificate of Secondary Education (Grade 1 passes only acceptable) in:—

English Language (English in Scotland)
Mathematics
Physics or an approved alternative subject (see notes below)
And two other acceptable subjects (see table below).

*Note*:—Candidates for the Engineering Specialisation must have a pass in Chemistry, or a good grade in Physics-with-Chemistry.

(*b*) *R.M. Awards.* Passes in a General Certificate of Education examination at the Ordinary Level, or Scottish Certificate of Education at the Ordinary Grade, or Certificate of Secondary Education (Grade 1 passes only acceptable) in:—

English Language (English in Scotland)
Mathematics
And three other acceptable subjects (see table below).

2. Any other examination which, in the opinion of the Ministry of Defence is of a standard at least equivalent to those mentioned above, will be considered.

3. A candidate who is by-passing not more than two of these subjects (other than English) at Ordinary Level or Grade, because he is taking them at Advanced Level or Higher Grade, may be accepted provided he possesses three acceptable Ordinary passes (including English), and his Headmaster certifies that he is to offer, with reasonable hope of success, the other subjects at Advanced Level or Higher Grade, within the tenure of the award.

*Acceptable Subjects for Scholarship/Reserved Awards*

English Language (English in Scotland)
English Literature
Use of English
Logic
History
Geography
Religious Knowledge
Latin
Greek
General Classics
Sociology
Approved Modern Languages
Physics
Chemistry
Engineering or Engineering Science } *See notes*
Physical Science } *See notes*
Physics with Chemistry } *See notes*
Other Combined Science Subjects } *See notes*
Biology
Zoology
Geology
Mathematics
Applied Mathematics/Mechanics
Additional Mathematics
Navigation
Seamanship
Elementary Aeronautics
Economics
British Constitution
Politics
General Principles of English Law
Commerce
Astronomy (London Syllabus)

*Notes*:—(1) Where subjects overlap significantly in content, only one of the overlapping subjects may count towards the qualifying standard. Examples of overlapping subjects are:

(*a*) Physics and Physics with Chemistry
(*b*) Variants of History—e.g. European History and Economic History
(*c*) General Classics and either Latin or Greek.

(2) *Science Subjects*

(*a*) Any ONE of the following subjects may be offered as an adequate qualification at "O" level in lieu of "O" level Physics.
Physics with Chemistry
Physical Science
General Science and Additional General Science taken together
Engineering Science (or General Engineering Science)

(*b*) Environmental Science may be offered as an additional "O" level with ONE of Physics, Chemistry or Biology but not with any other subject combining two or more sciences as in Note (2) (*a*).

(3) *Mathematical Subjects*

(*a*) All candidates must offer the normal "O" level subject of their Examining Board in Mathematics, Pure Mathematics or General Mathematics.

(*b*) Additional Mathematics may only also be offered as a qualifying subject when the optional papers chosen cover a syllabus substantially different from the normal Mathematics "O" level taken, and when the two Mathematics subjects together contain an adequate element of Applied Mathematics/Mechanics.

(*c*) Not more than two Mathematics subjects may count towards the requirements.

(*d*) Passes in a GCE examination of a recognised Examining Board which are based on modern or experimental syllabus are acceptable e.g. The School Mathematics Project, Midlands Mathematical Experiment, St. Dunstans Project, Shropshire Experiment, Nuffield Project.

(4) Cases of doubt should be referred to Naval Personnel Division 1 (Scholarships), Ministry of Defence, London, for decision before the subjects concerned are offered for examination.

ENTRY TO ROYAL NAVY OR ROYAL MARINES

4. Full details of the educational qualifications for entry to the Royal Navy or Royal Marines are to be found in the relevant University Cadetship and R.N. Cadet College Entry or First Appointment Royal Marines regulations.

5. The basic requirements for entry to the Royal Navy are:—

(*a*) Seaman and Supply and Secretariat Specialisations:—

GCE (or equivalent)—FIVE passes including English Language, Mathematics and Physics (or acceptable science alternative), TWO being at "A" level.

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SCE—FIVE passes including English, Mathematics and Physics (or acceptable alternatives), THREE being at Higher Grade or TWO in the Certificate of Sixth Year Studies.

(*b*) Engineering Specialisation:—

GCE (or equivalent)—FIVE passes including English Language, Mathematics, Physics and Chemistry, of which Mathematics and Physics must be at "A" level. Mathematics must also cover both Pure and Applied.
SCE—FIVE passes, THREE being at Higher Grade (or TWO in the Certificate of Sixth Year Studies) from either of the following groups:—

(1) (*a*) Higher Grade Mathematics—Grade "B" pass
(*b*) Higher Grade Science (Physics and Chemistry) *or* Higher Grade Engineering—both Grade "B" pass.
(*c*) Ordinary Grade Applied Mathematics *or* Applied Mechanics *or* Higher Grade Dynamics.
(*d*) English and one other acceptable subject.

(2) (*a*) Higher Grade Mathematics—grade "B" pass.
(*b*) Higher Grade Physics (I) and (II).
(*c*) Ordinary Grade Applied Mathematics or Applied Mechanics *or* Higher Grade Dynamics.
(*d*) Chemistry.
(*e*) English.

Candidates whose qualifications do not fit exactly into either Group (1) or Group (2), but who have passed in two of the Additional Mathematical subjects on the Higher Grade (to include Dynamics) or in Engineering I will receive special consideration.

6. The basic requirements for entry to the Royal Marines are:

GCE (or equivalent)—FIVE passes including English Language and Mathematics, TWO being at "A" level.
SCE—FIVE passes including English and Mathematics, THREE being at Higher Grade or TWO in the Certificate of Sixth Year Studies.

## PART 4

## MEDICAL STANDARDS

1. The following is a list of defects which may cause rejection:

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.

(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
(2) abnormal spinal conditions, abnormal locomotion, amputations.
(3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.
(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity.* Providing that the candidates' cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin disease.* Unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders.* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System.*
Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids.*

(*g*) *Diseases of the Ear, Nose and Throat*
(1) *Perforations*—an unhealed perforation is a bar to entry.
(2) *Mastoid Operation.* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval ENT Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the nasopharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.
(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest.* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.
(1) *Asthma* where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by Medical Director-General (Naval).

(*j*) *Rheumatic Fever.* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:—
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years freedom from recurrence, no prophylaxis having been given, or
(3) the candidate is over age 25 years and has been three years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels.*
(1) Peptic Ulcer.
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistula or fissure of anus; Haemorrhoids.

(*l*) *Genito-Urinary Conditions.*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.

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(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformations of the kidneys.
(11) Urolithiasis.

(*m*) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.
(1) *Hay fever* mild attacks which would not effect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*n*) *Metabolic Conditions* diseases of the thyroid gland, hyperthyroidism, myxoedema.

VISUAL STANDARDS

**Royal Naval Awards**

2. SEAMAN SPECIALISATION

*Hypermetropes*
Better eye 6/6 N5 without glasses
Worse eye 6/12 without glasses correcting to 6/6 with glasses

*Refractive error limits* (under a mydriatic as necessary)
Total hypermetropia +2·50 DS (better eye) +3·00 DS (worse eye)
Astigmatism +0·75 DCyl (better eye) +1·00 DCyl (worse eye).

*Anisometropes*
Better eye 6/6 N5 without glasses with refraction not less than +0·75 DS and not more than +1·50 DS.
Worse eye 6/60 N5 without glasses correcting to 6/6 N5 with glasses.

*Incipient myopes*
Better eye 6/6 N5 without glasses and not more than −0·25 DS or DCyl error of refraction.
Worse eye 6/12 N5 without glasses, correcting to 6/6 N5 with glasses, and not more than −0·75 DS or DCyl error of refraction.
Colour Perception Standard 1 (ONE) is required throughout.

Fields of vision must be full to confrontation.
Stereoscopic vision must be present.

Heterophoria (Maddox Rod at 6 metres) must not exceed:—
6 prism dioptres of esophoria or exophoria
1 prism dioptre of hyperphoria

3. ENGINEERING AND SUPPLY AND SECRETARIAT SPECIALISATIONS

Distance and reading glasses are permitted at all times.

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/60 6/60 correcting to: 6/6 6/12 | N5 one eye N6 other eye with glasses | Four |

*Refractive error limits* (under mydriatic):—

| | |
|---|---|
| Total Hypermetropia .. | 5·0 dioptres in either eye |
| Astigmatism .. .. | The difference between the axes must not exceed 5·0 dioptres |
| Myopia .. .. .. | 4·0 dioptres in either eye. |

The fields of vision must be normal to the confrontation test.
A concomitant squint is permitted only if it is not abnormal cosmetically with and without glasses.
If binocular vision is present, heterophoria (Maddox Rod at 6 metres) must not exceed:—

| | |
|---|---|
| Eso-and Exo-phoria .. | 6 prism dioptres |
| Hyperphoria .. .. | 1 prism dioptre. |

**Royal Marines Awards**

4. Glasses are not permitted.

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/9 6/9 correcting to 6/6 6/6 | N5 each eye | Three |

*Refractive error limits* (under mydriatic):—

| | |
|---|---|
| Total Hypermetropia .. | 5·0 dioptres in either eye |
| Astigmatism .. .. | The difference between the axes must not exceed 5·0 dioptres. |

The fields of vision must be normal to the confrontation test. Stereoscopic vision must be present and squint will debar from entry.
Heterophoria (Maddox Rod at 6 metres) must not exceed:—
6 prism dioptres of eso-phoria or exo-phoria
1 prism dioptre of hyperphoria.

## ROYAL NAVY – NAVAL COLLEGE ENTRY SEAMAN, ENGINEERING (MECHANICAL AND ELECTRICAL) AND SUPPLY AND SECRETARIAT SPECIALIZATIONS FULL CAREER COMMISSIONS

INTRODUCTION

1. Young men who wish to make the Royal Navy their career may join as Naval College Entrants (N.C.E.s) for a Full Career Commission in the Seaman, Supply and Secretariat or Engineering specialisation. To be considered for Naval College Entry they must pass the selection procedure, meet certain medical standards and hold, or be in the process of obtaining, the necessary educational qualifications.

2. N.C.E.s in the Seaman and Engineering specialisation join the Britannia Royal Naval College, Dartmouth, in September and May. Supply and Secretariat specialists join in September only. Every effort is made to place candidates in the specialisation of their choice, but the number of Supply and Secretariat vacancies is comparatively small and it is not always possible to offer places to all those who meet the entry requirements.

3. Seaman and Supply and Secretariat N.C.E.s who wish to read for a degree will have the opportunity to apply to begin a course after a period of naval training. All may apply to be considered for The City University's B.Sc. degree in Systems and Management. In addition those who, in the opinion of the Ministry of Defence, show good academic promise may also apply to read for an Honours degree at another civilian University.

4. All Engineer N.C.E.s read for a degree in Engineering (Honours or ordinary). The great majority do so at the Royal Naval Engineering

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College, Manadon but a very few may be selected to go to Cambridge University. Normally those officers who attend Manadon, first spend some time at Britannia Royal Naval College, Dartmouth, undergoing background training followed by training at sea. They then enter Manadon at the start of the academic year in the year following their entry. Apart from the obvious benefits of some early naval experience prior to entry to the College, this pattern fits in well with the currently held view of many young men that a break between school and their degree course has considerable attraction and can be of real and lasting benefit.

5. Nevertheless, there are those who, for one reason or another, prefer not to interrupt their studies and wish to start immediately on their degree course. Successful applicants who wish to do so may therefore enter Manadon straight from school.

6. Candidates for Naval College Entry may apply at the same time for University Cadetship Entry. Full information about the University Cadetships offered may be found elsewhere in this book, but briefly, the scheme sponsors young men through a University Course, either direct from school, or after a period of up to a year spent training in the Royal Navy, at the start of a Full Career Commission. University Cadets receive a special rate of pay which includes an Education Grant. A candidate may be considered by the Admiralty Interview Board for Naval College and University Cadetship Entry at the same interview.

7. This section contains the regulations governing Naval College Entry, which are detailed as follows:

Part 1: Method of Selection and Acceptance for Entry.
Part 2: General Conditions of Entry.
Part 3: Educational Requirements.
Part 4: Medical Standards.

8. Part 5 gives information about training, promotion and career prospects but this section does not form part of the regulations.

## PART 1

## METHOD OF SELECTION AND ACCEPTANCE FOR ENTRY

### APPLICATIONS

9. The application form should be completed and returned, together with birth and educational certificates, to the Ministry of Defence, Naval Personnel Division 1, (N.C.E.), Old Admiralty Building, Whitehall, London, SW1A 2BE. Applications may be forwarded at any time up to a year before the desired date of entry, but not later than 1st March for May entry, and 15th June for September entry. Any candidate who has not received an acknowledgement of his application within 10 complete days should write at once to the above address.

### INTERVIEW

10. All candidates attend the Admiralty Interview Board at H.M.S. *Sultan*, Gosport, Hampshire, which is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports, and the result of tests of intelligence, aptitude and personality conducted during the selection procedure. Candidates attend the Admiralty Interview Board for 1½ days.

11. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for Naval College Entry. Those who are recommended should not, however, assume that their entry to the Royal Navy is guaranteed because the final selection is made in the Ministry of Defence.

12. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum of 6 months, but they may not be considered more than once for any particular entry.

### MEDICAL EXAMINATION

13. Candidates who are recommended for entry by the Admiralty Interview Board are generally called about 2 weeks later for a medical examination by the Naval Medical Board, Empress State Buildings, Lillie Road, London SW6 TR1. For candidates who have to travel long distances every effort is made to arrange the medical examination on the day following their interview.

14. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civilian Consultant to the Navy, according to the nature of the disqualification(s). A nominal fee of one pound must accompany an application to appeal; this fee is refunded if the appeal is successful. Accommodation, meals and travelling expenses incurred attending an Appeal Board are not refunded.

### TRAVELLING AND OTHER EXPENSES

15. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd Class rail or 'bus fares from a candidate's school or normal place of residence in the United Kingdom are refunded in full. Lodging and food are provided free of charge in H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

16. Candidates who have to travel long distances within the United Kingdom to reach the Interview or Medical Board, and are obliged to pay for accommodation (or for a sleeping berth on a train or ship), may be refunded reasonable expenses for evening meals, bed and breakfast for each night necessarily spent away from home. The maximum refunds allowed will be notified separately. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses for accommodation and meals can be refunded.

### ACCEPTANCE FOR ENTRY

17. Candidates are normally told by the Admiralty Interview Board shortly after their interview whether they have been recommended for a commission in the Royal Navy. Those who are recommended should not, however, assume that their entry is guaranteed because the final acceptance rests with the Ministry of Defence: candidates who satisfy the educational requirements and medical standards given in Parts 3 and 4 below are placed in an Admiralty Interview Board Order of Merit from which the selections for the available places are made. When the number of vacancies is small, the final selections may not be made until all candidates have been interviewed. Every effort is made to give those who are selected a full month's notice of their entry date.

18. Successful Seaman and Engineering candidates join the Britannia Royal Naval College, Dartmouth in May and September. Supply and Secretariat specialists join in September.

19. Candidates who are selected for entry, but are disqualified through failing to meet the educational requirements in Part 3, and who subsequently meet these requirements, may, at the discretion of the Ministry of Defence, be accepted for entry without further interviews.

## PART 2

## GENERAL CONDITIONS OF ENTRY

### AGE LIMITS

20. Candidates must be at least 17 years but under 20 years 6 months on:
1 September for entry in that month;
or 1 April for entry the following May.

21. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may

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be a statutory declaration by a parent or guardian before a magistrate), giving exact date of his birth.

NATIONALITY

22. To be eligible candidates must:
(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Entry application forms from such applicants should be accompanied by the following documents.
(*a*) naturalisation certificate or evidence of naturalisation;
(*b*) parents' birth and marriage certificates;
(*c*) candidate's and parents' passports.

23. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British Nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

24. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

PROBATIONARY PERIOD AND WITHDRAWAL FROM THE SERVICE

25. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if an officer:
(*a*) fails to reach a satisfactory standard during his studies or in training;
or (*b*) his conduct is unsatisfactory;
or (*c*) he does not display the qualities required of a naval officer.

26. Officers to whom a naval career ceases to appeal are normally allowed to withdraw from training subject to the requirements of paragraphs 27, 29 and 30 below at any time up to 4 calendar years from the day of entry. Thereafter, officers are not normally allowed to withdraw until they have given a period of effective service of 4–5 years from the date of their first appointment after satisfactory completion of training (i.e. a total of 7–11 years after entry depending upon the length of training). This rule is waived only in exceptional circumstances (e.g. compassionate cases).

27. N.C.E.s who gain a degree at the Navy's expense and are allowed to withdraw without giving a period of effective return of service will be required to make a payment equivalent to the Education Grant received by a University Cadetship Entrant for a similar period of sponsored studies.

UNIFORM

28. On entry at the Britannia Royal Naval College, Dartmouth, Full Career Commission N.C.E.s are provided with one uniform suit and a gratuitous issue of a limited number of other items of uniform; on completion of initial training at Dartmouth they are paid a cash grant to purchase mess dress, and on promotion to Sub-Lieutenant they are provided with the remainder of their initial outfit by means of a further cash grant and gratuitous issues. While serving as Midshipmen, officers receive with their pay a daily allowance for upkeep of their uniform; thereafter, uniform upkeep is by means of Income Tax relief in place of the daily allowance.

29. It is a condition of entry that an officer whose appointment is terminated compulsorily before he has completed 2 years' service will be required to return his principal items of free issue uniform, charges being raised against the officer (or if he is under 18 years, against his parent or guardian) for any specific article not returned.

30. In addition, if an officer withdraws voluntarily, he is required, at the discretion of the Admiralty Board, to refund the value of the uniform outfits and cash grants (as described in paragraph 28 above) on the following scale:

| | |
|---|---|
| Grants paid and issues made less than one year before date of resignation .. .. .. .. | in full |
| Grants paid and issues made more than one year but less than 2 years before date of resignation.. .. | two-thirds |
| Grants paid and issues made more than 2 years but less than 3 years before date of resignation.. .. | one-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. .. | nil |

31. The amount of refund is reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

PART 3

EDUCATIONAL REQUIREMENTS

32. The minimum academic qualifications required for Naval College Entry to the Britannia Royal Naval College, Dartmouth, in the Seaman and Supply and Secretariat specialisations and in the Engineering specialisations, are given separately below.

33. Actual certificates showing the results of examinations already taken should be forwarded with application forms. Examination results received after the despatch of the application form should also be forwarded to the Ministry of Defence, Naval Personnel Division 1 (N.C.E.), Old Admiralty Building, Whitehall, London, SW1A 2BE.

34. Academic qualifications other than those given below may be accepted if, in the opinion of the Ministry of Defence, they are of an equivalent or higher standard. If any doubt exists as to the acceptability of any subject or combination of subjects Naval Personnel Division 1 (N.C.E.) should be consulted.

35. Passes at Grade 1 of the Certificate of Secondary Education will be accepted in lieu of Ordinary level passes in the GCE on a subject for subject basis.

SEAMAN and SUPPLY AND SECRETARIAT SPECIALISATIONS

36. *General Certificate of Education—England, Wales, Northern Ireland*
Passes in 5 subjects including:
English Language
Mathematics
Physics—or other approved combined Science subjects (see Table of Acceptable Subjects, note 2).
Two of the passes must be at advanced level.

37. *Scottish Certificate of Education*
Passes in 5 subjects including:
English
Mathematics
Physics or higher grade science (Physics and Chemistry)
Candidates must offer 3 passes at higher grade or 2 passes in the certificate of sixth year studies.
Ordinary grade subjects must be passed at Band C (range 8/9) or above.

38. The Seaman specialisation requires candidates with all types of "A" levels or equivalents. Any

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requirement for a deeper knowledge of scientific or technological principles is given after entry and officers who have a limited background in these subjects are at no disadvantage in the long term.

39. Exceptionally, if vacancies exist in the Supply and Secretariat specialisation, the Ministry of Defence may exercise discretion in favour of a candidate possessing no qualification in Physics or an acceptable equivalent, provided that both the following conditions are satisfied:

(*a*) There is good reason to expect that, with additional training, the candidate will be able to attain at least "O" level standard in Physics.

(*b*) The Admiralty Interview Board recommends the candidate as worthy of special consideration.

ENGINEERING SPECIALISATION (MECHANICAL AND ELECTRICAL)

40. *General Certificate of Education Examination—England, Wales, Northern Ireland*

Passes in 5 subjects including:
English Language at Ordinary level
Chemistry at Ordinary level
Mathematics (Pure and Applied) at Advanced level
Physics (or J.M.B. Engineering Science or Physical Science) at Advanced level.

*Note:* (i) If sufficient vacancies exist in the Engineering specialisation the Ministry of Defence may exercise discretion in favour of a candidate possessing no qualification in Chemistry, provided his Advanced Level passes in Mathematics (Pure and Applied) and Physics are of a high standard.

41. Candidates from Scottish Schools may qualify *either* by:

(*a*) General Certificate of Education passes as in paragraph 40 above:

or (*b*) Mathematics (including Paper III Mechanics) Certificate of Sixth Year Studies.
Physics Certificate of Sixth Year Studies.
Higher Grade Chemistry.
Higher or Ordinary Grade acceptable subject (see Table of acceptable subjects).

*Note:* (i) In schools not offering G.C.E. "A" levels or the Certificate of Sixth Year Studies the following qualifications will be accepted in lieu:
Higher Grade Mathematics—Grade B pass.
Higher Grade Physics—Grade B pass, or Higher Grade.
Engineering (Grade B pass) plus Ordinary Grade Physics.
Higher Grade Chemistry.
Higher or Ordinary Grade English.
Higher or Ordinary Grade acceptable subject (see Table of acceptable subjects).
*together with* a Headmaster's certificate showing that the candidate has studied mathematics (including Mechanics) and Physics for a full year after gaining the S.C.E. Higher Grade qualifications, to a standard and coverage equivalent to that of G.C.E. "A" Level or the Certificate of Sixth Year Studies. Candidates proposing to qualify with such a Headmaster's certificate are strongly recommended to consult Naval Personnel Division 1 after obtaining their Highers.

Ordinary grade subjects must be passed at Band C (range 8/9) or above.

42. *Ordinary National Certificate/Diploma*

An Ordinary National Certificate in subjects appropriate to further electrical or mechanical specialisation, showing at least a credit in 4 subjects and including distinction or near distinction in Mathematics. A pass at Ordinary Level in English Language in the General Certificate of Education is also required.

TABLE OF ACCEPTABLE SUBJECTS

*Acceptable at "O", "A" level and "H" grade*

English Literature
Logic
History
Geography
Latin
Greek
Sociology
Approved Modern Languages
Physics
Chemistry
Engineering Science } See note (2)
Combined Science }
Biology (does not count as separate subject if offered with Botany or Zoology)
Zoology
Geology
Mathematics—See note (3)
Applied Mathematics/Mechanics
Economics
General Principles of English Law
Botany
British Constitution
Politics

*Acceptable at "O" level grade only*

English Language/Use of English
General Classics
Additional Mathematics
Navigation
Seamanship
Elementary Aeronautics
Art
General Studies ("A" level subject acceptable at "O" level only)
General Paper/Modern Studies (Scotland)
Commerce
Astronomy
Surveying
Principles of Accounts
Statistics
Geometric/Technical Drawing
Religious Knowledge

*Note:* (1) Where G.C.E. or equivalent certificates are held in subjects which overlap significantly in content only one of the overlapping subjects may count towards the qualifying standard. Examples of overlapping subjects are:
(i) Physics and Physics-with-Chemistry
(ii) Variants of History—e.g. European History and Economic History
(iii) General Classics and either Latin or Greek
(iv) "A" and "O" levels in the same form of Mathematics
(v) Variants of Religious Knowledge, Navigation, Seamanship, Economics, British Constitution

*Note:* (2) SCIENCE SUBJECTS

Any one of the following group of subjects may be offered as an adequate qualification at "O" level for Seaman or Supply and Secretariat Specialisations in lieu of "O" level Physics:
Physics with Chemistry
Physics with Biology
Physical Science
General Science and Additional General Science
Engineering Science or General Engineering Science
Science (A.E.B.)
Combined Science I and II
Environmental Science is not an acceptable qualifying Physics subject but may be offered as an *additional* "O" level with ONE of Physics, Chemistry or Biology but not with any other subject containing two

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or more sciences as listed above. Of "A" levels in Engineering Science or Engineering, only J.M.B. Engineering Science is acceptable as an alternative to Physics "A" level. J.M.B. Engineering Science and Physics may not therefore be offered as separate "A" level subjects. Oxford Board Engineering or A.E.B. Engineering Science may, however, be offered additionally to Physics at "A" level.
Physical Science "A" level satisfies the requirement in Physics and Chemistry for Engineering Specialisation but can count as only one subject.
For project schemes and "multiple" science subjects, acceptance of passes in special "A" level examinations is subject to assessment of the syllabuses and papers concerned. In all cases the normal rules regarding acceptable and overlapping subjects apply.

*Note:* (3) MATHEMATICAL SUBJECTS

*At "O" level*
All candidates must offer the normal "O" level subject of their G.C.E. Board in Mathematics, Pure Mathematics or General Mathematics.

*At "AO" or "O" level*
Additional Mathematics may only also be offered as a qualifying subject when the optional papers chosen cover a syllabus substantially different from the normal Mathematics "O" level taken and when the two Mathematics subjects together contain an adequate element of Applied Mathematics/Mechanics.
Not more than two Mathematics subjects at any level may count towards the requirements.

*At "A" level*
The Ministry of Defence generally accepts the regulations of the G.C.E. Boards regarding appropriate papers to be taken in Mathematics as a single "A" level subject and those to be taken in Pure Mathematics and Applied Mathematics (OR Mathematics and Further Mathematics) as two separate "A" level subjects. A knowledge of Statistics is recognised to be of value but where Statistics is an option alternative to Mechanics, Engineer candidates must be expected to take the Mechanics option.

*Modern or Experimental Syllabus*
Passes at Ordinary and Advanced levels in a G.C.E. examination of a recognised examining board and which are based on a modern or experimental syllabus are acceptable (e.g. The School Mathematics Project, Midlands Mathematical Experiment, St. Dunstan's Project, Mathematics for Education and Industry Project, Shropshire Experiment, Nuffield Project).
For the Engineering specialisation, an SMP "A" level in Mathematics OR Further Mathematics satisfies the requirements in Mathematics, both Pure and Applied, and Nuffield Physical Science "A" level is acceptable as a qualification in both Physics and Chemistry. For other project schemes, acceptance of passes in special "A" level examinations is subject to assessment of the syllabus and papers concerned. In all cases the normal rules regarding acceptable and overlapping subjects apply.
With many Regional and National Examination Boards it is not feasible to produce an absolutely comprehensive list of Acceptable Subjects and, if any doubt exists as to the acceptability of any subject or combination of subjects, Naval Personnel Division 1 should be consulted.

## PART 4
## MEDICAL STANDARDS

43. In general, physical defects of body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection if these defects are of such a nature as to render the candidate incapable of performing general duties in the Royal Navy, ashore and afloat, in any part of the world throughout his period of service.

44. An International Vaccination Certificate which has been counter-signed by the Local Medical Officer of Health, must be obtained before entry, showing that the candidate has been vaccinated or re-vaccinated within the last 3 years against Smallpox.

45. The following is a list of defects which may cause rejection:

(*a*) *Poor Physique*, imperfect development or skeletal deformity either hereditary or acquired.
- (1) asymmetry of torso or limbs, limitation or movement of joints, the presence of muscular wasting;
- (2) abnormal spinal conditions, abnormal locomotion, amputations;
- (3) Hallux Valgus, Hallux Rigidus, Hammer Toes, Pes Cavus, Flat Feet;
- (4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity.* Providing that the candidate's cardio-vascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease.* Unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders.* Or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System.* Organic disease of the CNS: Epilepsy; migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids.*

(*g*) *Diseases of the Ear, Nose and Throat*
- (1) Perforations—an unhealed perforation is a bar to entry.
- (2) *Mastoid Operation.* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval ENT Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
- (3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
- (4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
- (5) *Tonsilitis.* Apparent enlargement of the tonsils is not a cause for rejection.
- (6) *Sinusitis.* Repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest.* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.

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(1) *Asthma.* Where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular.* Functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent doctus arteriosus or artrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director General (Naval).

(*j*) *Rheumatic Fever.* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been 10 years freedom from recurrence, no prophylaxis having been given.

(*k*) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic ulcer.
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistual or fissure of anus; Haemorrhoids.

(*l*) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless 3 consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) the absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformations of the kidneys.
(11) Urolithiasis.

(*m*) *Allergis Diseases.* Where these form, or are likely to form a serious impediment to the efficient performance of duty.
(1) *Hay fever.* Mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*n*) *Metabolic Conditions.* Diseases of the thyroid gland, hyperthyroidism, myxoedema.

## VISUAL STANDARDS

### 46. SPECIALIST REQUIREMENTS

| | *Visual Acuity standard* | *Colour Perception standard* | *Other qualifications* |
|---|---|---|---|
| Seaman | 1 | 1 | Para 4a.b.c.d. |
| Engineering | 2 | 4 | 4a.c. |
| Supply and Secretariat | 2 | 4 | 4a.c. |

### 47. VISUAL ACUITY STANDARDS

| *Standard 1* | *Better Eye* | *Worse Eye* |
|---|---|---|
| Visual acuity to be achieved without correcting lenses | 6/9 N5 | 6/12 N5 |
| Refraction Limit | | |
| Total hypermetropia | +2·50 sphere | +3·50 sphere |
| Astigmatism | +0·75 cyl | +1·00 cyl |
| Myopia | −0·25 sphere or cyl | −0·75 sphere or cyl |

| *Standard 2* | *Better Eye* | *Worse Eye* |
|---|---|---|
| Visual acuity to be achieved with or without correcting lenses | either 6/6 N5 or 6/9 N5 or 6/12 N5 | 6/24 N10 6/18 N10 6/12 N10 |
| Refraction Limit | | |
| Spectacle correction | ±5·00 sph or cyl | ±5·00 sph or cyl |

### 48. COLOUR PERCEPTION STANDARDS

| *Standard* | *Test Specification* |
|---|---|
| 1 | The correct recognition of coloured lights shown through the small paired apertures on the Martin Lantern at 6 metres (20 feet) distance. |
| 2 | The correct recognition of 13 out of the first 15 plates of the Ishihara Test (24 Plate abridged Edition 1969) shown in random sequence at a distance of 75 cm under standard fluorescent lighting supplied by an artificial daylight Fluorescent Lamp (British Standard 950:1967). |
| 3 | The correct recognition of coloured lights shown through the large paired apertures on the Martin Lantern at 6 metres (20 feet) distance. |
| 4 | The correct recognition of colours used in relevant trade situations, and assessed by simple tests with coloured wires, resistors, stationery tabs etc. |

### 49. OTHER QUALIFICATIONS

(*a*) Abnormality of the eye or visual system congenital, traumatic or pathological) may be cause for rejection even though visual function may be within the standard limits.

(*b*) Anisometropia within the following limits will be acceptable in the Seaman Specialisation. Better eye 6/6 N5 without lenses and a manifest hypermetropia of not less than +0·75 and not more than +1·50 sphere: worse eye 6/60 N5 without lenses correcting to 6/6 with lenses.

(*c*) Binocular efficiency. Bifoveal fixation and perfect binocular functions are not an essential requirement but a squint must be cosmetically acceptable. Limits to heterophoria are 6 prism dioptres of esophoria and exophoria and 1 prism dioptre of hyperphoria.

(*d*) Spectacles. There is in general no restriction to the wearing of lenses to increase visual efficiency provided that the standards are met. In certain circumstances they are incompatible with adequate job performance, e.g. Aircrew, and are therefore not permitted in these situations.

## PART 5
## TRAINING, PROMOTION AND CAREER PROSPECTS

This information is for guidance only and does not form part of the entry regulations. From time to time changes may be made in the conditions of service.

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## TRAINING

*Seaman and Supply and Secretariat Specialists*

50. N.C.E.s who join in September or May and are given approximately 2 terms of general naval training. One full term is spent at the Britannia Royal Naval College, Dartmouth, and 9 weeks in the Dartmouth Training Ship, after which they return to the Britannia Royal Naval College for an examination. If they fail this examination they may be backclassed or withdrawn from training, but if successful they go on to the next phase of training.

51. By this point, officers have been divided into non-degree and degree streams. The latter stream comprises those officers who wish to read for degrees and are considered by the Ministry of Defence as academically capable to do so. They attend at The City University to study for the vocationally-slanted B.Sc. in Systems and Management or, alternatively, they may be selected to read for other degrees as Nominations to other Universities.

52. All officers are considered by the City University authorities and interviews of those selected take place sometime during their first Dartmouth term. The final selection of officers as University Nominations or to read for the B.Sc. in Systems and Management is made before the end of this term. Details of subsequent training for the 2 streams after completion of time in the Dartmouth Training Ship are set out in the next 2 paragraphs.

53. *Non-Degree Stream*

(*a*) Having successfully passed the general naval training examination these officers remain at Dartmouth for the final 4 weeks of the second term and undertake 2 full terms of academic training at the Britannia Royal Naval College. They take their examinations towards the end of their fourth term and the final weeks are spent on general naval refresher training.

(*b*) After completing a total of 4 terms of general naval and academic training, officers go to sea for training with the Fleet. During this time they work for their examination by a Fleet Board after some 9 months at sea.

(*c*) After passing their Fleet Boards, Seaman Officers undertake Operations and Weapons Courses. They are then appointed to sea and in this first appointment work for their Bridge Watchkeeping and Ocean Navigation Certificates.

(*d*) Supply and Secretariat officers, after passing their Fleet Boards, undertake their Operations and Weapons and Supply and Secretariat Courses.

54. *Degree Stream*

(*a*) Officers selected to read either for the B.Sc. Degree in Systems and Management at The City University, or for other degrees as Nominations elsewhere, are not required to undertake the 2 terms of academic studies taken by non-degree officers. They normally proceed to sea immediately after successful completion of their general naval training at the Britannia Royal Naval College and work for their Fleet Board examination.

(*b*) Officers who enter in May proceed to University in the autumn approximately 17 months after entry. September entrants go to University about 2 years after entry and after passing their Fleet Board remain at sea: Seaman Officers to work for their Bridge Watchkeeping and Ocean Navigation Certificates and Supply and Secretariat Officers to work in the Supply Department.

(*c*) During their University summer vacations officers undertake 5 weeks training in the Fleet subject to University academic requirements.

(*d*) On completion of their degree course they return to the Britannia Royal Naval College, Dartmouth, for a 4 week refresher course after which they proceed direct to Operations and Weapons and Supply and Secretariat courses as appropriate. Seaman officers requiring scientific preparation do a course at the Britannia Royal Naval College before proceeding to Operations and Weapons courses.

*Engineer Specialists*

55. (*a*) These officers do approximately 2 terms of general naval training on entry in the same way as N.C.E. Seaman and Supply and Secretariat officers (see paragraph 50). They then go to the Fleet and spend their pre-Manadon/Cambridge time working for their Fleet Board.

(*b*) For May entrants this period is about 9 months and these officers take their Fleet Board towards the end of their time with the Fleet. For September entrants, however, it is only about 5 months. Exceptional officers may be recommended by their Commanding Officers to take the Fleet Board at the end of this shorter period. Failure of the Fleet Board at this early stage is not regarded as a failure of a stage of training, and no penalty is applied.

(*c*) Officers begin reading for their degrees—mostly at the Royal Navy Engineering College, Manadon, but a limited number at Cambridge —at the start of the academic year in the year following their entry. Subject to the requirements of their academic work those studying at Cambridge are required to do 6 weeks of workshop training at Manadon in their Summer vacations.

(*d*) In some cases an officer may wish to opt to begin his degree studies at the Royal Naval Engineering College, Manadon, immediately on entry in which case he will spend only an introductory week at Britannia Royal Naval College, Dartmouth.

(*e*) On completion of their degree course officers who have already passed their Fleet Board undertake Application courses at the end of August. Those who have not so qualified:

(1) (Cambridge stream only) return to the Britannia Royal Naval College, Dartmouth, in July for 4 weeks for a refresher course in Naval Training and then proceed to the Fleet.

(2) (Manadon Stream) proceed direct to the Fleet. (Except those who entered Manadon direct, who will spend up to a term at Britannia Royal Naval College, Dartmouth). They will complete their preparation for the Fleet Board which they take in December. They remain at sea working in their own departments after passing the Fleet Board until they start Application Courses.

## PROMOTION

56. Officers follow a standard rank/promotion progression which is not tied to completion of specific stages of training. Officers enter in the rank of Midshipman at the start of the Britannia Royal Naval College term with seniority of 1st May or 1st September as appropriate. They are promoted to Sub-Lieutenant on achieving 2 years seniority in the rank of Midshipman, promotion to the rank of Lieutenant takes place on a date 5 years from their initial date of seniority as Midshipman on entry.

57. The basic date of seniority as Lieutenant is the promotion date. Additional seniority may be awarded on the results achieved during training but this will have no retrospective effect for pay or any other purposes.

58. Promotion to Lieutenant Commander takes place on attaining 8 years seniority as Lieutenant and further promotion to Commander and above is by selection in competition with other Full Career Commission officers.

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LENGTH OF CAREER

59. Full Career Commission Officers retire on reaching the following age:

| | |
|---|---|
| Lieutenant Commander .. .. | 50 |
| Commander .. .. .. .. | 53 |
| Captain .. .. .. .. .. | 55 |

Officers may apply to retire voluntarily at any time before reaching the age of compulsory retirement. Applications are normally subject to a one year waiting period, or longer in cases where an officer has recently been given further training of some months or more duration, and are considered by the Ministry of Defence in the light of the requirements of the Service. Special consideration is, however, given to applications made on compassionate grounds (see also Part II paragraph 26 about periods of minimum service).

(The Ministry of Defence reserves the right to amend these regulations but as much notice as possible will be given of alterations.)

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# ROYAL NAVAL UNIVERSITY CADETSHIPS SEAMAN, ENGINEERING AND SUPPLY AND SECRETARIAT SPECIALISATIONS FULL CAREER COMMISSIONS

INTRODUCTION

1. Young men who want to become Naval officers in the Seaman or Supply and Secretariat specialisations and to read for a degree, are encouraged to join as University Cadets. There are also opportunities for those who wish to join the Engineering (Mechanical or Electrical) specialisation to enter as University Cadets, but for the great majority the recommended degree course is that provided by the Royal Naval Engineering College at Manadon. There are 3 types of University Cadetships offered:

(*a*) **Standard Cadetships.** These cater for young men who either start degree studies immediately after leaving school or are already studying for a full time degree at a UK University, Polytechnic or College of Technology.

If studying for "A" levels and hoping to go on to read for a degree they may apply at any time during their last year at school. They need not have secured a place at a University, College, etc, but should have decided which degree course to follow. If they are already at University they may apply at any time during their course of studies.

(*b*) **Deferred Cadetships.** These cater for young men who have been awarded places at University, but who have obtained permission from the University authorities to defer their entry for one year. Successful applicants will enter the Britannia Royal Naval College, Dartmouth, and carry out 12 months' naval training at the College and at sea before going up to University.

If studying for "A" levels and hoping to go on to read for a degree they may apply at any time during their last year at school. They need not have secured a place at University, College etc., but should have decided which degree course to follow. On gaining a University, place, successful applicants will need to seek their Universities' permission to defer their entry for one year.

(*c*) **January and May Entry Cadetships.** These cater for young men who have an unconditional place at University but who are not due to start degree studies until the beginning of the academic year. The Cadetships are particularly suitable for those seeking, or accepted for, entrance to Oxford or Cambridge, but are of course not limited to them. Successful applicants will enter the Britannia Royal Naval College, Dartmouth, in January or May and carry out naval training at the College and at sea for 2 terms or one term respectively before going up to University.

Young men may apply having obtained an unconditional University place or while seeking such a place on the basis of "A" level exams already taken. Those who are seeking entrance to Oxford or Cambridge may apply before sitting, or while awaiting the result of the Entrance Examination.

2. The course at the Royal Naval Engineering College, Manadon, for a degree in Engineering which may be taken by Engineer Officers, is recognised by the Council of National Academic Awards and is of a special character designed to meet more accurately the specific needs of a Naval Officer. The equipment, facilities and teaching resources of the College are all specifically geared to providing the most relevant degree course possible, and it is the view of the Admiralty Board that the future career of the Engineer officer will normally best be served by reading for this degree.

3. Normally those officers who attend Manadon, first spend some time at Britannia Royal Naval College Dartmouth undergoing general background training followed by training at sea. They then enter Manadon at the start of the academic year in the year following their entry. Apart from the obvious benefits of some early naval experience prior to entry to Manadon, this pattern fits in well with the currently held view of many young men that a break between school and their degree course has considerable attraction and can be of real and lasting benefit.

4. Nevertheless, there are those who, for one reason or another, prefer not to interrupt their studies and wish to start immediately on their degree course. Successful applicants who wish to do so may therefore enter Manadon straight from school.

5. Should an applicant wish to go to a civilian University, however, to take a particular Engineering course, a University Cadetship under the terms described in paragraph 1 may be awarded.

6. The regulations for these Cadetships are detailed as follows:

| | |
|---|---|
| Part 1 .. .. | Method of Selection and Award |
| Part 2 .. .. | General Conditions of Entry |
| Part 3 .. .. | Educational Requirements |
| Part 4 .. .. | Medical Standards |

Part 5 gives information about Training, Promotion and Career Prospects but does not form part of the regulations.

7. University Cadets will be paid throughout their period of pre-University training and while at University. Their pay will include an education grant and their tuition fees will be paid. They will, however, have to repay the grant and fees if they are allowed to withdraw from the Navy without giving an adequate return of service.

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## PART 1

## METHOD OF SELECTION AND AWARD

### APPLICATIONS

8. The application form should be completed and returned, together with birth and educational certificates, to the Ministry of Defence, Naval Personnel Division 1, (University Cadetships), Old Admiralty Building, Whitehall, London SW1A 2BE. Any candidate who has not received an acknowledgment of his application within 10 complete days should write at once to the above address.

### INTERVIEW

9. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members, The Board takes account of academic attainments. Headmasters' or Tutors' reports, and the result of tests of intelligence, aptitude and personality conducted during the selection procedure. Candidates attend the Admiralty Interview Board for 1½ days.

10. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for a University Cadetship. Those who are recommended should not, however, assume that their entry to the Royal Navy is guaranteed because the final selection is made in the Ministry of Defence.

11. Engineering specialisation candidates will be invited to make an acquaintance visit to the Royal Naval Engineering College, Manadon, shortly before their interview.

12. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum of 6 months.

### MEDICAL EXAMINATION

13. Candidates who reach a satisfactory standard at the Interview Board are called shortly afterwards for a medical examination by the Naval Medical Board, Empress State Building, Lillie Road, London SW6 TR1. For candidates who have to travel long distances every effort is made to arrange the medical examination on the day following their interview in H.M.S. *Sultan*.

14. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civilian Consultant to the Navy, according to the nature of the disqualification(s). A nominal fee of one pound must accompany an application to appeal; this fee is refunded if the appeal is successful. Accommodation, meals and travelling expenses incurred attending an Appeal Board are not refunded.

### TRAVELLING AND OTHER EXPENSES

15. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd Class rail or 'bus fares from a candidate's school or normal place of residence in the United Kingdom are refunded in full. Lodging and food are provided free of charge in H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

16. Candidates who have to travel long distances within the United Kingdom to reach the Interview or Medical Board, and are obliged to pay for accommodation (or for a sleeping berth on a train or ship), may be refunded reasonable expenses for evening meals, bed and breakfast for each night necessarily spent away from home. The maximum refunds will be notified separately. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses for accommodation and meals can be refunded.

### AWARD OF CADETSHIP

17. Notification of provisional awards of Cadetships is given as soon as possible after appearance at the Admiralty Interview Board. Confirmation of the awards depends on the candidates satisfying the educational and medical requirements given in Parts 3 and 4 below. In cases where the number of vacancies is small, as for instance in the Supply and Secretariat specialisation, confirmation may have to be delayed until the educational qualifications and order of merit at interview of all candidates are known.

18. For Standard Cadetships the award dates from shortly before the start of the applicant's degree course or, where the course has already been started, from the beginning of the term following selection. Successful candidates who have already commenced their degree course with assistance from public funds should inform their Local Education Authority or other award-making body immediately they have been awarded an R.N. University Cadetship. It should be assumed that no further assistance will be given by that body after the date on which the Cadetship starts.

19. For Deferred and January/May Entry Cadetships, successful candidates enter the Britannia Royal Naval College, Dartmouth, in the September, January or May respectively preceding the start of their degree studies, their training following the pattern outlined in Part 5 below.

20. Candidates who are provisionally awarded Deferred Entry University Cadetships but who do not manage to obtain the permission of their University to defer their entry for one year will normally be awarded Standard University Cadetships.

## PART 2

## GENERAL CONDITIONS OF ENTRY

### AGE LIMITS

21. Candidates must be at least 17 years on being appointed and of such an age that:—

(*a*) if Standard University Cadets they will be under 24 years of age on 1st September of the year in which they graduate.

(*b*) if Deferred, January or May entry University Cadets they will be under 21 years of age on the first of the month in which they enter.

22. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a statutory declaration by a parent or guardian before a magistrate), giving exact date of his birth.

### NATIONALITY

23. To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and

(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may, in exceptional circumstances, and with the special permission of the Secretary of State for Defence, be accepted. Entry application forms from such applicants should be accompanied by the following documents:

(*a*) naturalisation certificate or evidence of naturalisation;

(*b*) parents' birth and marriage certificates;

(*c*) candidate's and parents' passports.

24. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British Nationality (in order to be issued with a British passport). Application for British Nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

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RESIDENTIAL QUALIFICATION

25. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

UNIFORM

26. University Cadets are provided with their initial uniform outfits free of charge on reporting to the Britannia Royal Naval College, Dartmouth. Additional requirements are provided on promotion to Sub-Lieutenant (Acting or Confirmed) either by means of a cash grant or by further free issues. For the upkeep of uniform, entrants receive a cash grant while serving as Midshipmen and Income Tax Relief thereafter. It is a condition of entry that an officer whose appointment is terminated compulsorily will be required to return his principal items of free issue uniform, charges being raised against the officer (or if he under 18 against his parent or guardian) for any specific article not returned.

FAILURE TO OBTAIN A DEGREE

27. University Cadets who fail academically during their degree course, or who fail to obtain a degree at the end of their course, may be considered for transfer to the appropriate Short or Full Career Naval College Entry, depending upon their age, the number of vacancies available in their specialisation or an appropriate alternative specialisation and their performance during the naval training they have carried out; or they may, at the discretion of the Ministry of Defence, have their appointments terminated.

FINANICAL LIABILITY

28. Other than as indicated in the foregoing paragraph, should an officer entered as a University Cadet under any of the forms of entry be permitted to leave the Royal Navy voluntarily before graduating or before completing 5 years of naval service subsequent to graduation, he is required to refund to the Ministry of Defence his education grant and tuition fees paid from public funds. An undertaking to this effect is required. A similar refund is required if a University Cadet's appointment is terminated because he fails to obtain his degree as a result of lack of diligence, or becomes medically unfit whilst at University for reasons attributable to his own fault.

29. In addition, if an officer withdraws voluntarily, he is required at the discretion of the Admiralty Board, to refund the value of the uniform outfits and cash grants issued to him on the following scale:

| | |
|---|---|
| Grant paid and issues made less than one year prior to date of resignation .. | in full |
| Grants paid and issues made more than one year but less than 2 years before date of resignation .. .. .. .. | two-thirds |
| Grants paid and issues made more than 2 years but less than 3 years before date of resignation .. .. .. .. | one-third |
| Grants paid and issues made more than 3 years before date of resignation .. | nil |

30. The amount of refund is reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

PROBATIONARY PERIOD AND WITHDRAWAL FROM THE SERVICE

31. It must be clearly understood that the whole period of a University Cadetship and subsequent training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if the officer:

(*a*) fails to reach a satisfactory standard during his studies or in training; or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a naval officer.

32. Officers to whom a naval career ceases to appeal are normally allowed to withdraw from training subject to the requirements of paragraphs 28 and 29 at any time up to 4 calendar years from the day of entry except in the case of standard U.C.E.s who enter with less than 3 years of the degree course still to run; for these officers the operative date is 1st September of the year following graduation.

33. Thereafter, officers are not normally allowed to withdraw until they have given a period of effective service of 5 years from the date of their first appointment after satisfactory completion of training. This rule is waived only in exceptional circumstances (e.g. compassionate cases).

PART 3

EDUCATIONAL REQUIREMENTS

34. A confirmed award of a Standard Cadetship is dependent on a candidate obtaining a place for, or being currently on, a degree course as a full time internal student at a University, Polytechnic or College of Technology in the United Kingdom, acceptable to the Ministry of Defence. Deferred, January and May Entry Cadetships will only be confirmed where a definite offer of a degree course place has been obtained.

35. There is no restriction on the subject of the degree course that may be undertaken by candidates for the Seaman and Supply and Secretariat specialisations. Candidates for the Engineering specialisation must, however, be undertaking or intending to undertake, a course of study leading to a degree in Mechanical Engineering, Electrical Engineering or in a closely related scientific or engineering subject.

36. For all candidates, General Certificate of Education or equivalent qualifications must include at least "O" level passes or equivalent S.C.E. Ordinary Grade passes at Band C (range 8/9) or above, in English Language, Mathematics and Physics (or Physics with Chemistry, General Science or other approved Science subjects including Physics). For the Supply and Secretariat specialisation, however, the Ministry of Defence may exercise discretion in favour of a candidate possessing no qualification in Physics or acceptable alternative, provided that both of the following conditions are satisfied:

(*a*) there is good reason to expect that, with additional training the candidate will be able to attain at least "O" level standard in Physics;
(*b*) The Admiralty Interview Board recommends the candidate as worthy of special consideration.

37. Courses of study are not to be changed without the prior approval of the Captain, Britannia Royal Naval College, Dartmouth. Students wishing or required to do so should seek approval without delay.

38. If any doubt exists concerning educational qualification for a University Cadetship, Naval Personnel Division 1, Old Admiralty Building, Whitehall, London SW1A 2BE should be consulted.

PART 4

MEDICAL STANDARDS

39. In general, physical defects of body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection, if these defects are of such a nature as to render the candidate incapable of performing general duties in the Royal Navy, ashore and afloat, in any part of the world, throughout his period of service.

40. An International Vaccination Certificate which has been countersigned by the local Medical Officer of Health, must be obtained before entry, showing that the candidate has been vaccinated or re-vaccinated within the last 3 years against Smallpox.

41. The following is a list of defects which may cause rejection:

(*a*) Poor Physique imperfect development or skeletal deformity, either hereditary or acquired.

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(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting;
(2) abnormal spinal conditions, abnormal locomotion, amputations;
(3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet;
(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) Obesity. Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) Skin Disease. Unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) Psychiatric Disorders. Or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) Disorders of the Central Nervous System. Organic disease of the CNS: Epilepsy; migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) Deformity of any chronic disease of eyes or eyelids.

(*g*) Diseases of the Ear, Nose and Throat.
(1) Perforations—an unhealed perforation is a bar to entry.
(2) Mastoid Operation. A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval ENT Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones of cartilage of the nose, and nasal polypus. Disease of the naso pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
(5) Tonsilitis. Apparent enlargement of the tonsils is not a cause for rejection.
(6) Sinusitis. Repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) Disease of the Chest. Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.
(1) Asthma. Where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) Cardio-vascular. Functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent doctus arteriosus or artrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director General (Naval).

(*j*) Rheumatic Fever. An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence; or
(2) there has been 10 years freedom from recurrence, no prophylaxis having been given.

(*k*) Disease of the liver, spleen, stomach or bowels.
(1) Peptic Ulcer.
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistual or fissure of anus; Haemorrhoids.

(*l*) Genito-Urinary Conditions.
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless 3 consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformations of the kidneys.
(11) Urolithiasis.

(*m*) Allergic Diseases. Where these form, or are likely to form a serious impediment to the efficient performance of duty.
(1) Hay fever. Mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*n*) Metabolic Conditions. Diseases of the thyroid gland hyperthyroidism, myxoedema.

## EYESIGHT STANDARDS

### 42. SPECIALIST REQUIREMENTS

| | *Visual Acuity standard* | *Colour Perception standard* | *Other qualifications* |
|---|---|---|---|
| Seaman | 1 | 1 | Para 45 a.b. c.d. |
| Engineering | 2 | 4 | Para 45 a.c. |
| Supply and Secretariat | 2 | 4 | Para 45 a.c. |

### 43. VISUAL ACUITY STANDARDS

| *Standard 1* | *Better eye* | *Worse eye* |
|---|---|---|
| Visual acuity to be achieved without correcting lenses | 6/9 N5 | 6/12 N5 |
| Refraction Limit | | |
| Total Hypermetropia | +2·50 sphere | +3·50 sphere |
| Astigmatism | +0·75 cyl | +1·00 cyl |
| Myopia | −0·25 sphere or cyl | −0·75 sphere or cyl |

| *Standard 2* | *Better eye* | *Worse eye* |
|---|---|---|
| Visual acuity to be achieved with or without correcting lenses | either 6/6 N5 or 6/9 N5 or 6/12 N5 | 6/24 N10 6/18 N10 6/12 N10 |
| Refraction Limit | | |
| Spectacle correction | ±5·00 sphere or cyl | ±5·00 sphere or cyl |

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44. COLOUR PERCEPTION STANDARDS

| *Standard* | *Test Specification* |
|---|---|
| 1 | The correct recognition of coloured lights shown through the small paired apertures on the Martin Lantern at 6 metres (20 feet) distance. |
| 2 | The correct recognition of 13 out of the first 15 plates of the Ishihar Test (24 Plate abridged Edition 1969) shown in random sequence at a distance of 75 cm under standard fluorescent lighting supplied by an artificial daylight fluorescent lamp (British Standard 950:1967). |
| 3 | The correct recognition of coloured lights shown through the large paired apertures on the Martin Lantern at 6 metres (20 feet) distance. |
| 4 | Correct recognition of colours used in relevant trade situations, and assessed by simple tests with coloured wires, resistors stationery tabs, etc. |

45. OTHER QUALIFICATIONS

(*a*) Abnormality of the eye or visual system (congenital, traumatic or pathological) may be cause for rejection even though visual function may be within the standard limits.

(*b*) Anisometropia with the following limits will be acceptable in the Seaman Specialisation. Better eye 6/6 N5 without lenses and a manifest hypermetropia of not less than +0·75 sphere and not more than +1·50 sphere: worse eye 6/60 N5 without lenses correcting to 6/6 with lenses.

(*c*) Binocular efficiency. Bifoveal fixation and perfect binocular functions are not an essential requirement but a squint must be cosmetically acceptable. Limits to heterophoria are 6 prism dioptres of esophoria and exophoria and 1 prism dioptre of hyperphoria.

(*d*) Spectacles. There is in general no restriction to the wearing of lenses to increase visual efficiency provided that the standards are met. In certain circumstances they are incompatible with adequate job performance (e.g. Aircrew) and are therefore not permitted in these situations.

## PART 5

## TRAINING, PROMOTION AND CAREER PROSPECTS

*This information is for guidance only and does not form part of the entry regulations. From time to time changes may be made in the conditions of service.*

### TRAINING

### STANDARD CADETSHIPS

46. Whilst at University, Standard University Cadets carry out the following training:

(*a*) FIRST CADETSHIP YEAR. Where possible University Cadets join the Britannia Royal Naval College, Dartmouth, before the beginning of the Autumn Term at University for up to 14 days' introductory training. During the Easter vacation all Cadets spend a week at the College. During the Summer vacation all University Cadets spend 3 weeks on a training course in the Dartmouth Training Ship: in addition Engineering specialists will carry out 3 weeks' workshop training at the Royal Naval Engineering College, Manadon.

(*b*) SECOND AND SUBSEQUENT CADETSHIP YEARS. During the Summer vacation Seaman and Supply and Secretariat University Cadets spend 4 weeks training in the Fleet. Engineering specialists carry out 6 weeks' workshop training at the Royal Naval Engineering College, Manadon.

47. On completion of their Degree Course University Cadets undergo a short course of professional training at the Britannia Royal Naval College, Dartmouth. The length of this training depends on progress in training completed during University vacations. Those officers who are required to spend a longer period on this training do not suffer loss in seniority. Engineering officers also do 3 weeks workshop training at the Royal Naval Engineering College, Manadon. Thereafter all officers join the Fleet for approximately 8 months' sea training, at the end of which they are required to pass a Fleet Board examination. Seaman and Supply and Secretariat officers then normally proceed to professional and other courses appropriate to their specialisations, but those Seaman officers who have taken a non-scientific degree, or otherwise have insufficient scientific background first undergo a short period of academic studies at the Britannia Royal Naval College, Dartmouth. Engineering Officers proceed from their Fleet Boards to naval engineering Application Courses.

48. Those officers who opt to attend Royal Naval Engineering College, Manadon, rather than a civilian University will follow the training pattern described in CR2 for the Naval College Entry.

### DEFERRED UNIVERSITY CADETSHIPS

49. These University Cadets join the Britannia Royal Naval College, Dartmouth, at the beginning of the Autumn Term in September and spend a full year in training before going up to University. They undertake approximately 2 terms of General Naval Training: the first term is spent at the Britannia Royal Naval College, followed by 9 weeks in the Dartmouth Training Ship. They then return to the College for an examination. If they fail this examination, or during their initial training do not display the qualities required of a naval officer they may be withdrawn from training. Although this will not affect their University place, their University Cadetship will be terminated.

50. On successful completion of this training University Cadets will go to sea for between 5 and 6 months with the Fleet in order to work towards their Fleet Board. If they have made sufficient progress in training they may exceptionally be allowed to sit the Fleet Board examination before going up to University. Officers who fail, or do not sit, their Fleet Board are not, however, regarded as having failed a stage of training and suffer no penalty as a result.

51. During their time at University, Deferred University Cadets undertake Summer vacation training as laid out in paragraph 46(*b*) above. After graduation officers return to the Britannia Royal Naval College, Dartmouth, for a short refresher course and then proceed to sea to pass their Fleet Board if they have not already done so.

### JANUARY ENTRY UNIVERSITY CADETSHIPS

52. These University Cadets join the Britannia Royal Naval College, Dartmouth, at the start of the Spring Term and undertake approximately 2 terms of General Naval Training before going up to University in the autumn. One full term is spent at the Britannia Royal Naval College and 9 weeks in the Dartmouth Training Ship, after which they return to the College for an examination. If they fail this examination or during their initial training do not display the qualities required of a naval officer they may be withdrawn from training. Although this will not affect their University place their University Cadetship will be terminated.

53. On successful completion of this training, January Entry University Cadets proceed to University. During their time at University they will undertake Summer vacation training as laid out in paragraph 46(*b*) above. After graduation, officers return to the Britannia Royal Naval College, Dartmouth, for a short refresher course and then go to sea to pass their Fleet Board.

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MAY ENTRY UNIVERSITY CADETSHIPS

54. These University Cadets join the Britannia Royal Naval College, Dartmouth, at the beginning of the Summer term for one term of General Naval Training at the College and in the Dartmouth Training Ship before going up to University in the autumn. They are not required to sit an examination, but may be withdrawn from training if they fail to display the qualities required of a naval officer. During their time at University and after graduation they will undertake training as laid out in paragraph 46(*b*) and 47 above.

PROMOTION

55. Standard, Deferred, January and May Entry University Cadets who undertake a 3 year degree course follow a similar promotion pattern. They serve for 2 years as a Midshipman (UCE), for one year as a Sub-Lieutenant (UCE) and for 2 years as a Sub-Lieutenant. Deferred Entry University Cadets are therefore designated Sub-Lieutenant, receiving the higher rate of pay, at the start of their 3rd year at University. Similarly, January and May Entry University Cadets become Sub-Lieutenant on 1st January or 1st May respectively during their 3rd year at University.

56. The ranks of Sub-Lieutenant (UCE) and Sub-Lieutenant may be held in the Acting or Confirmed capacity according to whether an officer has passed his Fleet Board.

57. Promotion to Lieutenant will normally follow 5 years from the date of seniority on entry (i.e. from 1st January, 1st May or 1st September as appropriate).

58. Those officers who take more than 3 years to graduate will normally serve correspondingly longer in the rank of Sub-Lieutenant (UCE) and their subsequent promotion will be delayed by similar periods.

59. Those who are awarded Standard University Cadetships when they are already at University have their rank on entry assessed as though they had entered at the start of the course (e.g. a student who enters as a University Cadet at the start of the third year of his degree course will do so as an Acting Sub-Lieutenant (UCE).

LENGTH OF CAREER

Full Career Commission Officers retire on reaching the following age:

| | |
|---|---|
| Lieutenant Commander .. .. | 50 |
| Commander .. .. .. .. | 53 |
| Captain .. .. .. .. .. | 55 |

Officers may apply to retire voluntarily at any time before reaching the age of compulsory retirement. Applications are normally subject to a one year waiting period, or longer in cases where an officer has recently been given further training of some months or more duration, and are considered by the Ministry of Defence in the light of the requirements of the Service. Special consideration is, however, given to applications made on compassionate grounds (see also Part 2 paragraph 33 about periods of minimum service).

## ROYAL NAVY—SEAMEN AND SUPPLY AND SECRETARIAT SPECIALISATIONS—FULL AND SHORT CAREER COMMISSIONS FOR GRADUATES

INTRODUCTION

1. There are two types of commission open to the Graduate who has obtained a U.K. degree (or the equivalent) and wishes to join the Royal Navy in the Seaman or Supply and Secretariat specialisations. The first is a Full Career Commission; the second is a Short Career Commission which involves an initial commitment of 4 years' service, followed by a period of 4 years on the Emergency List (whereby officers will be required to return to the Navy in time of war or other national emergency). Officers entered on a Short Career Commission have the right, after satisfactory completion of their Fleet Training, to transfer to a Full Career Commission. The number of Short Career Commission vacancies is, however, quite small.

2. To be considered for entry to either type of commission candidates must successfully undergo the selection procedure, meet certain medical standards and hold, or be in the process of obtaining the necessary educational qualifications. Successful candidates enter the Britannia Royal Naval College, Dartmouth, in September.

3. These entry regulations, which are common to both types of commission, are detailed as follows:

Part 1 Method of Selection and Acceptance for entry
Part 2 General Conditions of Entry
Part 3 Educational Requirements
Part 4 Medical Standards.

Part 5 gives information about Training, Promotion, and Career Prospects, but does not form part of the regulations.

PART 1

METHOD OF SELECTION AND ACCEPTANCE FOR ENTRY

APPLICATIONS

4. The application form should be completed and returned, together with birth and educational certificates, to the Ministry of Defence, Naval Personnel Division 1, (Graduates), Old Admiralty Building, Whitehall, London SW1A 2BE. Applications may be made at any time up to one year before the desired date of entry and should be submitted at the latest by 15th June.

INTERVIEW

5. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports, and the result of tests of intelligence, aptitude and personality conducted during the selection procedure. Candidates attend the Admiralty Interview Board for 1½ days.

6. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for a commission in the Royal Navy. Those who are recommended should not, however, assume that their entry is guaranteed because the final selection is made in the Ministry of Defence.

7. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum of 12 months.

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MEDICAL EXAMINATION

8. Candidates who are recommended for entry by the Admiralty Interview Board are generally called about a week later for a medical examination by the Naval Medical Board, Empress State Building, Lillie Road, London SW6 TR1. For candidates who have to travel long distances every effort is made to arrange the medical examination on the day following their interview.

9. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civilian Consultant to the Navy, according to the nature of the disqualification(s). A nominal fee of one pound must accompany an application to appeal; this fee is refunded if the appeal is successful. Accommodation, meals and travelling expenses incurred attending an Appeal board are not refunded.

TRAVELLING AND OTHER EXPENSES

10. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd Class rail or 'bus fares from a candidate's school or normal place of residence in the United Kingdom are refunded in full. Lodging and food are provided free of charge in H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

11. Candidates who have to travel long distances within the United Kingdom to reach the Interview or Medical Board, and are obliged to pay for accommodation (or a sleeping berth on a train or ship), may be refunded reasonable expenses for evening meals, bed and breakfast for each night necessarily spent away from home. The maximum refunds allowed will be notified separately. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses for accommodation and meals can be refunded.

ACCEPTANCE FOR ENTRY

12. Notification of provisional acceptance for entry is given as soon as possible after appearance at the Admiralty Interview Board. Final acceptance depends upon the candidates satisfying the educational requirements and medical standards given in Parts 3 and 4 below. In cases where the number of vacancies is small, as in the Short Career Commission entry, final acceptance may have to be delayed until all candidates have been interviewed and their positions in an order of merit at interview are known.

13. Successful candidates join the Britannia Royal Naval College, Dartmouth in September.

## PART 2

## GENERAL CONDITIONS OF ENTRY

AGE LIMITS

14. Candidates must be under 25 years of age on 1st September of the year of entry.

15. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a statutory declaration by a parent or guardian before a magistrate), giving exact date of his birth.

NATIONALITY

16. To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and

(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Entry application forms from such applicants should be accompanied by the following documents:

(*a*) naturalisation certificate or evidence of naturalisation;

(*b*) parents' birth and marriage certificates;

(*c*) candidate's and parents' passports.

17. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British Nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

18. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

PROBATIONARY PERIOD AND WITHDRAWAL FROM THE SERVICE

19. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if the officer:

(*a*) fails to reach a satisfactory standard during his training; or

(*b*) his conduct is unsatisfactory; or

(*c*) he does not display the qualities required of a naval officer.

20. Officers to whom a Naval career ceases to appeal are normally allowed to withdraw from training subject to the requirements of paragraphs 22 and 23 below, at any time up to one calendar year from the day of entry. Thereafter, officers are not normally allowed to withdraw until they have given a period of effective service of 2½ years from the date of their first appointment after satisfactory completion of training (i.e. for full career officers, some 4½ years after entry; and for short career officers, some 3 years 9 months after entry). This rule is waived only in exceptional circumstances (e.g. compassionate cases).

UNIFORM

21. Short Career and Full Career Commission Graduate entrants are provided with their initial uniform outfits free, either in kind or by cash grant. For the subsequent upkeep of their uniform they receive an allowance while under training and Income Tax Relief thereafter.

22. It is a condition of entry that an officer whose appointment is terminated compulsorily will be required to return his principal items of free issue uniform, charges being raised against the officer (or if he is under 18 years, against his parent or guardian) for any specific article not returned.

23. In addition, if an officer withdraws voluntarily, he is required, at the discretion of the Admiralty Board, to refund the value of the uniform outfits and cash grants issued to him on the following scale:

| | |
|---|---|
| Grants paid and issues made less than one year prior to date of resignation .. .. .. .. | in full |
| Grants paid and issues made more than one year but less than 2 years before date of resignation .. .. | two-thirds |
| Grants paid and issues made more than 2 years but less than 3 years before date of resignation .. .. | one-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. .. | nil |

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24. The amount of refund is reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

TRANSFER FROM SHORT CAREER TO FULL CAREER COMMISSION

25. At any time after successful completion of Fleet Training (i.e. on passing their Fleet Board Examination some 16 months after entry) Short Career Commission Graduate entrants have the right to transfer to a Full Career Commission.

PART 3

EDUCATIONAL REQUIREMENTS

26. Candidates should possess a United Kingdom degree, or equivalent acceptable to the Ministry of Defence, as well as G.C.E. "O" level passes (or equivalents) in English Language, Mathematics and Physics (or Physics-with Chemistry, or Additional General Science).

27. Exceptionally, if vacancies exist in the Supply and Secretariat specialisation, the Ministry of Defence may exercise discretion in favour of a candidate possessing no qualification in Physics or an acceptable equivalent, provided that both the following conditions are satisfied:

(*a*) There is a good reason to expect that, with additional training, the candidate would be able to attain at least "O" level standard in Physics; and

(*b*) The Admiralty Interview Board recommends the candidate as worthy of special consideration.

PART 4

MEDICAL STANDARDS

28. In general, physical defects of body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection, if these defects are of such a nature as to render the candidate incapable of performing general duties in the Royal Navy, ashore and afloat, in any part of the world, throughout his period of service.

29. An International Vaccination Certificate which has been countersigned by the Local Medical Officer of Health, must be obtained before entry, showing the candidate has been vaccinated or revaccinated against smallpox within the last 3 years.

30. The following is a list of defects which may cause rejection:—

(*a*) Poor Physique, imperfect development or skeletal deformity either hereditary or acquired.
  (1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
  (2) abnormal spinal conditions, abnormal locomotion, amputations.
  (3) Hallux Valgus, Hallux Rigidus, Hammer Toes, Pes Cavus, Flat Feet.
  (4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) Obesity. Providing that the candidate's cardio-vascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) Skin Disease. Unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) Psychiatric Disorders, or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) Disorders of the Central Nervous System. Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) Deformity of any chronic disease of eyes or eyelids.

(*g*) Diseases of the Ear, Nose and Throat.
  (1) Perforations—an unhealed perforation is a bar to entry.
  (2) Mastoid Operation. A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval E.N.T. Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
  (3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
  (4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
  (5) Tonsilitis, apparent enlargement of the tonsils is not a cause for rejection.
  (6) Sinusitis, repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) Diseases of the Chest. Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.
  (1) Asthma, where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) Cardio-vascular, functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent doctus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by Medical Director-General (Naval).

(*j*) Rheumatic Fever. An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:—
  (1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence; or
  (2) there has been ten years' freedom from recurrence, no prophylaxis having been given.

(*k*) Disease of the liver, spleen, stomach or bowels:
  (1) Peptic Ulcer.
  (2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
  (3) Fistual or fissure of anus; Haemorrhoids.

(*m*) Genito-Urinary Conditions:
  (1) Congenital, active or latent syphilis. Gonorrhoea.
  (2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
  (3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
  (4) Stricture of the urethra.
  (5) Incontinence of urine.
  (6) Enuresis, if this is within the last 2 years.

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(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.

(8) Serious defect or malformation of the genital organs.

(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.

(10) Diseases and malformations of the kidneys.

(11) Urolithiasis.

(*n*) Allergic Diseases, where these form, or are likely to form, a serious impediment to the efficient performance of duty.

(1) Hay fever, mild attacks which would not effect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*o*) Metabolic Conditions, diseases of the thyroid gland, hyperthyroidism, myxoedema.

## EYESIGHT STANDARDS

### 31. SPECIALIST REQUIREMENTS

| | *Visual Acuity Standard* | *Colour Perception Standard* | *Other qualifications* |
|---|---|---|---|
| Seaman | 1 | 1 | Para 34 a.b. c.d. |
| Supply and Secretariat | 2 | 4 | Para 34 a.c. |

### 32. VISUAL ACUITY STANDARDS

| *Standard 1* | *Better eye* | *Worse eye* |
|---|---|---|
| Visual acuity to be achieved without correcting lenses | 6/9 N5 | 6/12 N5 |
| Refraction Limit | | |
| Total hypermetropia | +2·50 sphere | +3·50 sphere |
| Astigmatism | +0·75 cyl | +1·00 cyl |
| Myopia | −0·25 sphere or cyl | −0·75 sphere or cyl |

| *Standard 2* | *Better eye* | *Worse eye* |
|---|---|---|
| Visual acuity to be achieved with or without correcting lenses | either 6/6 N5 or 6/9 N5 or 6/12 N5 | 6/24 N10 6/18 N10 6/12 N10 |
| Refraction Limit | | |
| Spectacle correction | ±5·00 sphere or cyl | ±5·00 sphere or cyl |

### 33. COLOUR PERCEPTION STANDARDS

| *Standard* | *Test Specification* |
|---|---|
| 1 | The correct recognition of coloured lights shown through the small paired apertures on the Martin Lantern at 6 metres (20 feet) distance. |
| 2 | The correct recognition of 13 out of the first 15 plates of the Ishihara Test (24 Plate abridged Edition 1969) shown in random sequence at a distance of 75 cm under standard fluorescent lighting supplied by an artificial daylight Fluorescent Lamp (British Standard 950:1967). |
| 3 | The correct recognition of coloured lights shown through the large paired apertures on the Martin Lantern at 6 metres (20 feet) distance. |
| 4 | The correct recognition of colours used in relevant trade situations, and assessed by simple tests with coloured wires, resistors, stationery tabs, etc. |

### 34. OTHER QUALIFICATIONS

(*a*) Abnormality of the eye or visual system (congenital, traumatic or pathological) may be cause for rejection even though visual function may be within the standard limits.

(*b*) Anisometropia within the following limits will be acceptable in the Seaman Specialisation. Better eye 6/6 N5 without lenses and a manifest hypermetropia of not less than +0·75 sphere and not more than +1·50 sphere: worse eye 6/60 N5 without lenses correcting to 6/6 with lenses.

(*c*) Binocular efficiency. Bifoveal fixation and perfect binocular functions are not an essential requirement but a squint must be cosmetically acceptable. Limits to heterophoria are 6 prism dioptres of esophoria and exophoria and 1 prism dioptre of hyperphoria.

(*d*) Spectacles. There is in general no restriction to the wearing of lenses to increase visual efficiency provided that the standards are met. In certain circumstances they are incompatible with adequate job performance (Aircrew, Royal Marines' Officers in the field) and are therefore not permitted in these situations.

## PART 5

## TRAINING, PROMOTION AND CAREER PROSPECTS

This information is for guidance only and does not form part of the entry regulations. From time to time changes may be made in the conditions of service.

### FULL CAREER COMMISSION TRAINING

35. Graduates join the Britannia Royal Naval College, Dartmouth, in September. They undertake one full term of general naval training at the College and spend 9 weeks in the Dartmouth Training Ship. They then go to sea for training with the Fleet for 12 months, at the end of which they take their Fleet Board examination.

36. After passing their Fleet Board, Seaman officers undertake Operations and Weapons courses; they are then appointed to sea, and in this first appointment work for their Bridge Watchkeeping and Ocean Navigating Certificate. Those Seaman officers who have taken a non-scientific degree, or otherwise have insufficient scientific background to benefit immediately from Operations and Weapons courses are required to spend up to a term on academic science studies at Dartmouth before starting these courses.

37. After passing their Fleet Board, Supply and Secretariat officers proceed to their Supply and Secretariat professional and Operations and Weapons courses before being appointed to sea in complement billets.

### PROMOTION

38. Full Career Commission Graduates enter in the rank of Acting Sub-Lieutenant, with one year's seniority. They are confirmed in the rank of Sub-Lieutenant after successful completion of Fleet Training, and provided they maintain satisfactory progress in training, are promoted to Lieutenant 2

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years after entry. Seniority in the rank of Lieutenant is determined by the application of up to 12 months antedate gained in respect of results in training. After promotion to Lieutenant, Graduates are subject to the same regulations as all Full Career Commission officers. They are promoted to Lieutenant Commander on attaining 8 years' seniority as a Lieutenant, and promotion to Commander is by selection in competition with other Full Career Commission Officers.

LENGTH OF CAREER

39. Full Career Commission Officers retire on reaching the following ages:

| | |
|---|---|
| Lieutenant Commander .. .. | 50 |
| Commander .. .. .. .. | 53 |
| Captain .. .. .. .. .. | 55 |

40. Officers may apply to retire voluntarily at any time before reaching the age of compulsory retirement. Applications are normally subject to a waiting period of a year, or longer in cases where an officer has recently been given further training of some months or more duration, and are considered by the Ministry of Defence in the light of the requirements of the Service. Special consideration is given, however, to applications made on compassionate grounds (see also Part 2, paragraph 20 about periods of minimum service).

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# ROYAL NAVY — ENGINEERING (MECHANICAL AND ELECTRICAL) SPECIALISATION GRADUATES AND QUALIFIED ENGINEERS — FULL AND SHORT CAREER COMMISSIONS

INTRODUCTION

1. The booklet contains the regulations governing the 4 methods of entry to the Engineering specialisation of the Royal Navy open to male graduates and those holding certain other engineering qualifications. A candidate's eligibility for each of the types of commission depends upon his age, qualifications and length of time for which he wishes to serve.

2. Young engineering graduates who are interested in making the Royal Navy their career have 2 types of commission open to them. The first is a pensionable Full Career Commission. The second is a Short Career Commission lasting initially for 4 years, but with the right to transfer to a Full Career Commission at any time after successful completion of the first year of service; officers who leave at the end of 4 years receive a gratuity and are then placed on the Emergency List for 4 years (i.e. liable for service in time of war or other national emergency).

3. Qualified Engineers, and graduates who are over the age limit for Full Career Commission or Short Career Commission (4 year) entry, also have 2 types of commission open to them if under the age of 32. The first is a pensionable Short Career Commission lasting 16 years (or to age 38 if later), after which officers are placed on the Retired List. The second is a Short Career Commission of 5 years at the end of which officers receive a gratuity, and are placed on the Emergency List for 4 years. Officers entered for a 5 year Commission may be allowed to extend their service to 10 years or to transfer to a 16 year Commission, and all officers have the chance of being selected for transfer to a Full Career Commission.

4. To be considered for entry to any of these 4 types of commission, candidates must successfully undertake the selection procedure, meet certain medical standards and hold, or be in the process of obtaining, the necessary educational or professional qualifications. Successful Full Career Commission candidates enter the Britannia Royal Naval College, Dartmouth, in September; successful Short Career Commission candidates enter in May and September.

5. Engineer Officers in the Royal Navy subspecialise in the following:

Marine Engineering (ME)
Weapon and Electrical Engineering (WE)
Marine Engineering (Submarines) (MESM)
Weapon and Electrical Engineering (Submarines) (WESM)
Air Engineering (Mechanical) (AE(M))
Air Engineering (Electrical) (AE(L))

Candidates may state their preference for a subspecialisation on their Application Forms, but no guarantee can be given that they will be allocated to the one of their choice. Eligibility for a specialisation depends upon a candidate's qualifications, the type of commission he opts for, and the number of vacancies in his particular entry. As a general rule, Full Career Commission officers and Short Career Commission (16 year) officers may enter any of the sub-specialisations for which they are qualified and vacancies exist. Short Career Commission (4 year) officers are normally restricted initially to ME or WE until they decide to transfer to a Full Career Commission, when they, too, become eligible for all sub-specialisations. Short Career Commission (5 year) officers are eligible for WE, ME, AE(M) and AE(L).

6. The number of vacancies in each sub-specialisation varies from year to year, and sometimes there are no vacancies for Short Career Commission officers in certain sub-specialisations. Where there are no vacancies in any sub-specialisation appropriate to a candidate's qualifications and type of commission, he may be invited to state whether he wishes to alter his choice of commission or have his application held over until a vacancy arises in any suitable subspecialisation.

7. The regulations governing entry are detailed as follows:

Part 1: Method of Selection and Acceptance for Entry.
Part 2: General Conditions of Entry.
Part 3: Academic or Professional Qualification Requirements.
Part 4: Medical Standards.

Part 5 gives information about Training, Promotion and Career Prospects, but does not form part of the regulations.

PART 1

METHOD OF SELECTION AND ACCEPTANCE FOR ENTRY

APPLICATIONS

8. The application form should be completed and returned, together with birth and educational certificates, to the Ministry of Defence, Naval Personnel Division 1, Old Admiralty Building, Whitehall, London SW1A 2BE. Applications should be forwarded by the end of February for entry in May, and by 15 June for entry in September; late applications will be accepted if possible. Any candidate who has not received an acknowledgement of his application within 10 complete days whould write at once to the above address.

INTERVIEW

9. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which

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is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports where appropriate, and the result of tests of intelligence, aptitude and personality conducted during the selection procedure. Candidates attend the Admiralty Interview Board for 1½ days.

10. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum of 12 months.

MEDICAL EXAMINATION

11. Candidates who are recommended for entry by the Admiralty Interview Board are generally called about 2 weeks later for a medical examination by the Naval Medical Board, Empress State Building, Lillie Road, London SW6 TR1. For candidates who have to travel long distances every effort is made to arrange the medical examination on the day following their interview.

12. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civilian Consultant to the Navy, according to the nature of the disqualification(s). A nominal fee of one pound must accompany an application to appeal; this fee is refunded if the appeal is successful. Accommodation, meals and travelling expenses incurred attending an Appeal Board are not refunded.

TRAVELLING AND OTHER EXPENSES

13. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd Class rail or 'bus fares from a candidate's college or normal place of residence in United Kingdom are refunded in full. Lodging and food are provided free of charge in H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

14. Candidates who have to travel long distances within the United Kingdom to reach the Interview or Medical Board, and are obliged to pay for accommodation (or for a sleeping berth on a train or ship), may be refunded reasonable expenses for evening meals, bed and breakfast for each night necessarily spent away from home. The maximum refunds allowed will be notified separately. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses for accommodation and meals can be refunded.

ACCEPTANCE FOR ENTRY

15. Candidates are normally told by the Admiralty Interview Board shortly after their interview whether they have been recommended for a commission in the Royal Navy. Those who are recommended should not, however, assume that their entry is guaranteed because the final selection is made in the Ministry of Defence, where those who satisfy the medical standards given in Part 4 below are assessed against the background of their position in the Admiralty Interview Board Order of Merit and their qualifications or relevant professional experience for the vacancies which exist. In cases where the number of vacancies is small, the final selection may have to be delayed until all candidates have been interviewed.

16. Successful Full Career Commission candidates join the Britannia Royal Naval College, Dartmouth, in September. Successful Short Career Commission candidates join in May and September.

## PART 2

## GENERAL CONDITIONS OF ENTRY

AGE LIMITS

17. Candidates for a Full Career Commission or a Short Career Commission (4 years) must be under 26 years of age on:

1 September for entry in that month.
1 April for entry the following May.

Candidates for a Short Career Commission (5 years or 16 years) must be under 32 years of age on:

1 September for entry that month.
1 April for entry the following May.

18. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a statutory declaration by a parent or guardian before a magistrate) giving exact date of birth.

NATIONALITY

19. To be eligible candidates must

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Applications for entry from such applicants should be accompanied by the following documents;

(*a*) naturalisation certificate or evidence of naturalisation;
(*b*) parents' birth and marriage certificates;
(*c*) candidate's and parents' passports.

20. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British Nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

21. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

PROBATIONARY PERIOD AND WITHDRAWAL FROM THE SERVICE

22. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if an officer

(*a*) fails to reach a satisfactory standard during his studies or in training; or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a naval officer.

23. Full Career and Short Career Commission officers to whom a naval career ceases to appeal are normally allowed to withdraw from training, subject to the conditions in paragraphs 25 and 26 below, at any time up to one calendar year from the day of entry. Thereafter, officers serving on a Full Career Commission or a Short Career Commission are not normally allowed to withdraw until they have given a period of effective service of 2¼ years from the date of their first appointment after satisfactory completion of training (i.e. for Full Career officers, some 4½ years, and for Short Career officers some 3¾ years, after entry). This rule is only waived in exceptional circumstances (e.g. compassionate cases).

UNIFORM

24. Graduate and Qualified Engineer Entrants are provided with their initial uniform outfits free, either in kind or by cash grant. For the subsequent upkeep

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of their uniform they receive a cash grant while under training and Income Tax Relief thereafter.

25. It is a condition of entry that an officer whose appointment is terminated compulsorily will be required to return his principle items of free issue uniform, charges being raised against the officer for any specific article not returned.

26. In addition, if an officer withdraws voluntarily, he is required, at the discretion of the Admiralty Board, to refund the value of the uniform outfits and cash grants issued to him on the following scale:

| | |
|---|---|
| Grants paid and issues made less than one year before date of resignation | in full |
| Grants paid and issues made more than one year but less than 2 years before date of resignation .. .. .. | two-thirds |
| Grants paid and issue made more than 2 years but less than 3 years before date of resignation .. .. .. .. | one-third |
| Grants paid and issues made more than 3 years before date of resignation .. | nil |

27. The amount of refund is reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

TRANSFER FROM SHORT CAREER (4 YEAR) TO FULL CAREER COMMISSION

28. At any time after successful completion of one year's service Short Career Commission (4 year) officers have the right to transfer to a Full Career Commission

## PART 3
## ACADEMIC OR PROFESSIONAL QUALIFICATION REQUIREMENTS

FULL CAREER AND SHORT CAREER (4 YEAR) COMMISSION

29. Candidates should possess a United Kingdom Degree in Mechanical or Electrical Engineering, or in a closely related subject, acceptable to the Ministry of Defence. Candidates who have not obtained their academic qualifications by the date of interview will be considered provisionally subject to confirmation of the qualifications at a later date. Candidates must also possess a GCE 'O' level pass, or equivalent, in English Language.

SHORT CAREER COMMISSION (5 AND 16 YEARS)

30. Candidates should possess a United Kingdom degree in Mechanical Engineering, or a closely related subject, acceptable to the Ministry of Defence. Alternatively, they may be Graduate Members of the Institution of Mechanical Engineers, Institution of Electronic and Radio Engineers, or Associate Members of the Institution of Electrical Engineers, or Graduate Members of the Royal Aeronautical Society. or they must hold educational qualifications which make them eligible for such membership.

Note:

(*a*) Applications cannot be accepted from anyone who was admitted to Associate Membership of the Institutions only as a result of changes in nomenclature i.e. those without academic qualifications.

31. Candidates who hold Higher and Ordinary National Certificates are required to obtain and forward a supporting statement from the appropriate Institution that they are exempted from the examinations for Graduate or Associate Membership, as appropriate.

## PART 4
## MEDICAL STANDARDS

32. In general, physical defects of body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection if these defects are of such a nature as to render the candidate incapable of performing general duties in the Royal Navy, ashore and afloat, in any part of the world throughout his period of service.

33. An International Vaccination Certificate which has been counter-signed by the Local Medical Officer of Health, must be obtained before entry, showing that the candidate has been vaccinated or re-vaccinated within the last 3 years against Smallpox.

34. The following is a list of defects which may cause rejection:

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.
- (1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
- (2) abnormal spinal conditions, abnormal locomotion, amputations.
- (3) Hallux Valgus, Hallux Rigidus, Hammer Toes, Pes Cavus, Flat Feet.
- (4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity.* Providing that the candidate's cardio-vascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central System*
Organic disease of the CNS; Epilepsy, Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids*

(*g*) *Disease of the Ear, Nose and Throat*
- (1) *Perforations*—an unhealed perforation is a bar to entry.
- (2) *Mastoid Operation.* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval ENT Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
- (3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
- (4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
- (5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.
- (6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Disease of the Chest.* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.
- (1) *Asthma* where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent doctus arteriosus or atrial septal defect which has been completely cured

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by surgery. These cases may be accepted for entry subject to approval by the Medical Director-General (Naval)

(*j*) *Rheumatic Fever.* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:—
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years freedom from recurrence, no prophylaxis having been given.
(3) the candidate is over age 25 and has been 3 years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic Ulcer.
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistual or fissure of anus; Haemorrhoids.

(*l*) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless 3 consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report of a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformations of the kidneys.
(11) Urolithiasis.

(*m*) *Allergic Diseases* where these form, or are likely to form a serious impediment to the efficient performance of duty.
(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*n*) *Metabolic Conditions* diseases of the thyroid gland hyperthyroidism, myxoedema.

## VISUAL STANDARDS

35. Distance and reading glasses are permitted at all times.

## VISUAL ACUITY

| *Standard 2* | *Better Eye* | *Worse Eye* |
|---|---|---|
| Visual acuity to be achieved with or without correcting lenses | either 6/6 N5 or 6/9 N5 or 6/12 N5 | 6/24 N10 6/18 N10 6/12 N10 |
| Refraction Limit Spectacle correction | ±5·00 sph or cyl | ±5·00 sph or cyl |

## COLOUR PERCEPTION—Standard 4

The correct recognition of colours used in relevant trade situations, and assessed by simple tests with coloured wires, resistors, stationery tabs etc.

## OTHER QUALIFICATIONS

(*a*) Abnormality of the eye or visual system (congenital, traumatic or pathological) may be cause for rejection even though visual function may be within the standard limits.

(*b*) Binocular efficiency. Bifoveal fixation and perfect functions are not an essential requirement but a squint must be cosmetically acceptable. Limits to heterophoria are 6 prism dioptres of esophoria and esophoria and 1 prism dioptre of hyperphoria.

# PART 5

# TRAINING PROMOTION AND CAREER PROSPECTS

(*This information is for guidance only and does not form part of the entry regulations. From time to time, changes may be made in the conditions of service.*)

## TRAINING

36. All Graduates and Qualified Engineers entering the Engineering specialisation undergo one term of General Naval Training at the Britannia Royal Naval College, Dartmouth. Thereafter, Full Career Commission officers spend about 9 weeks in the Dartmouth Training Ship followed by 8–12 months in the Fleet, at the end of which time they take their Fleet Board Examination. They are appointed to the Royal Naval Engineering College, Manadon for workshop and a Pre-Application course as required. This is followed by Application Courses of about one year's duration.

37. After their term of General Naval Training, Short Career Commission officers who enter in May proceed to the Fleet for some 4 months training followed by Application Courses of about one year's duration. Workshop and/or Pre-Application training is given at the Royal Naval Engineering College, Manadon, prior to these courses where necessary. Short Career Commission officers entering in September proceed direct to the Royal Naval Engineering College from Dartmouth and spend some 4 months with the Fleet during their Application courses.

38. Failure to maintain satisfactory progress under training may result in discharge from the Royal Navy or backclassing.

## PROMOTION—FULL CAREER COMMISSION

39. Officers enter in the rank of Acting Sub-Lieutenant with one year's seniority, and are confirmed in that rank on satisfactory completion of Fleet Training. Acting Sub-Lieutenant and Confirmed Sub-Lieutenant are not however regarded as two separate ranks with different pay rates. Promotion to Lieutenant takes place 2 years after entry. Seniority in that rank is determined by the application of antedates of up to 8 months gained in respect of results during training. Additionally, up to 2½ years seniority in the rank of Lieutenant may be awarded for previous professional experience subsequent to graduation which, in the opinion of the Ministry of Defence, would be beneficial to the Royal Navy.

40. After promotion to Lieutenant, officers are subject to the same regulations as all Full Career Commission officers. They are promoted to Lieutenant Commander on attaining 8 years' seniority as a Lieutenant, and promotion to Commander and above is then by selection in competition with other Full Career Commission officers of the Engineering specialisation.

## PROMOTION—SHORT CAREER COMMISSION

41. Officers enter in the rank of Acting Sub-Lieutenant with one year's seniority, and are promoted to Lieutenant 2 years after entry. Additional seniority may be granted on entry by reference to pre-entry seniority credits of up to 7 years (of which not more than 2½ years may be gained before the age of

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26) for previous professional experience which in the opinion of the Ministry of Defence would be beneficial to the Royal Navy. Should such pre-entry credits total 2 years or more, entry is in the rank of Lieutenant with appropriate seniority. Additionally officers may gain up to 8 months antedate of seniority in the rank of Lieutenant in respect of results during training.

42. Officers entering the rank of Acting Sub-Lieutenant are confirmed in that rank on satisfactory completion of Fleet Training, unless pre-entry seniority gains allow promotion to Lieutenant before such training has been completed. Acting Sub-Lieutenant and Confirmed Sub-Lieutenant are not however regarded as two separate ranks with different rates of pay.

43. After promotion to Lieutenant, officers on a Short Career Commission (16 years) are considered for promotion to Lieutenant Commander while in the zone of 8–12 years seniority as Lieutenant. Officers who extend their service to age 50 (see para 49 below) are considered for promotion to Commander while in the zone of 8–14 years seniority as Lieutenant Commander.

TRANSFER TO FULL CAREER COMMISSION

44. From Short Career Commission (4 years): officers have the right to transfer to a Full Career Commission at any time after satisfactory completion of their General Naval Training.

45. From Short Career Commission (5 or 16 years): officers may apply at any time after completing 18 months' service in complement posts for transfer to a Full Career Commission. They should normally do so before the age of 29, and only exceptionally will they be considered over the age of 32.

46. Officers transferring from a Short Career to a Full Career Commission have their seniority re-assessed as though they entered originally on a Full Career Commission.

TRANSFER TO SHORT CAREER COMMISSION (16 YEARS)

47. From Short Career Commission (5 years): officers may apply at any time after completion of 18 months' service in a complement billet for transfer to a 16 year pensionable commission.

EXTENSION OF SHORT CAREER COMMISSION

48. At any time before the last 3 months of service, an officer on a Short Career Commission (5 years) may apply to extend his service by 5 years: the option is available (as in paragraph 47) to transfer to a 16 year commission during or on completion of this extension.

49. Suitable officers have the opportunity to extend their Short Career Commission (16 years) to age 50 with a prospect of promotion to Commander. Application may be made at any time after completion of 18 months' service in complement billets.

LENGTH OF CAREER

50. Full Career Commission Officers retire on reaching the following ages:

| | |
|---|---|
| Lieutenant Commander .. .. | 50 |
| Commander .. .. .. .. | 53 |
| Captain .. .. .. .. .. | 55 |

Officers may apply to retire voluntarily at any time before reaching the age of compulsory retirement. Applications are normally subject to a one year period, or longer in cases where an officer has recently been given further training of some months or more duration, and are considered by the Ministry of Defence in the light of the requirements of the Service. Special consideration is, however, given to applications made on compassionate grounds (see also Part 2 paragraph 23 about periods of minimum service).

## SERVICE CANDIDATES FOR ENGINEERING DUTIES ON SHORT CAREER COMMISSIONS

RATING CANDIDATES

1. This scheme of entry is also open to ratings who hold or obtain the qualifications described above and are too old for entry under the UY scheme. The procedure for dealing with applications from ratings will be similar to that laid down in this book for rating and R.M. candidates for Helicopter Aircrew commissions.

SPECIAL DUTIES LIST OFFICERS— TRANSFERS TO SHORT CAREER COMMISSIONS

2. Special Duties List Officers of the Engineering Sub-specialisations who hold or obtain professional qualifications which qualify them for entry to the Engineering Specialisation on Short Career Commissions may apply for transfer to this list.

CONDITIONS OF SERVICE

3. Officers who transfer have the choice of either a full term commission (to age 50), or a 16-year pensionable commission, provided they are under 34 years of age at the time of transfer.

4. *Age Limit.* Applicants must be under 40 years of age on transfer.

5. *Rank on Transfer.* Seniority credits, applied on transfer, will be assessed as for direct entry Short Career officers. Commissioned service on the Special Duties List prior to transfer will count in full, up to the maximum of 7 years. Short Career officers with no credits serve for 18 months as Sub-Lieutenants. Thus a Sub-Lieutenant with 3 years' seniority on the Special Duties List and, for example, Graduate Membership of the Institute of Electrical Engineers, which carries three months' seniority, would transfer as a Lieutenant with one year nine months' seniority.

6. *Transfer from 16-year pensionable commission to a full-term Commission, and from a Short to a Full Career Commission: Promotions to Lieutenant-Commander and Commander: Extension of Service* will all be in accordance with existing Short Career regulations.

7. *Training.* Depending on the experience and previous training of officers, transferring, some special courses may be arranged, generally of a P.C.T. nature.

8. *Applications and Selection Procedure.* Applications may be made at any time through Commanding Officers, enclosing certificates to support statements of professional qualifications. The Commanding Officer is to remark on the applicant's suitability for service on a Short Career Commission. Applicants will not normally be required to appear before an Interview Board.

9. *Pay, etc.* If an officer would suffer a reduction in pay on transfer, he will be placed on a 'mark-time' rate (i.e. his existing S.D. rate) for twelve months only. Subsequently, pay, allowances, retired pay and grant will be as for officers of equivalent rank and seniority on Short (and Full) Career Commissions.

10. *Uniform Grant.* Where a change of rank is made on transfer, the normal allowance for change of uniform will be paid.

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# REGULATIONS FOR FIRST APPOINTMENTS IN THE ROYAL MARINES—LONG SERVICE COMMISSIONS

## INTRODUCTION

1. The Long Service First Appointments Scheme caters for young men who wish to make the Royal Marines their career. All candidates must be educationally qualified before entry but they may apply in anticipation of obtaining such qualifications.

2. The detailed entry regulations are attached as follows:—

Part 1. Methods of Selection
Part 2. General Conditions of Entry
Part 3. Educational Qualifications Required
Part 4. Physical Requirements.

There are also some short notes not forming part of the regulations, on Royal Marines training, promotion and career prospects.

## PART 1

## METHODS OF SELECTION

### APPLICATION

1. The application form should be completed and returned together with educational certificates to Ministry of Defence, Naval Personnel Division 1 (LSC) Old Admiralty Building, Whitehall, London, SW1A 2BE. In addition a Registrar's copy of the candidate's birth certificate should accompany the application, or if one cannot be obtained, other documentary evidence (which may be a statutory declaration before a magistrate) giving exact date of birth.

### INTERVIEW

2. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports, and the result of tests of intelligence, aptitude and personality conducted during the selection procedure.

3. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for entry to the Royal Marines. Those who are recommended should not, however, assume that their entry to the Royal Marines is guaranteed because the final selection is made in the Ministry of Defence.

4. Successful candidates who are disqualified from entry owing to failure in their GCE examinations, and who subsequently obtain the necessary number of passes, may, subject to the discretion of the Ministry of Defence, be accepted for entry without further interview.

5. Unsuccessful candidates may not appear before the Admiralty Interview Board for a further attempt until at least 12 months later. Those who continue to be unsuccessful or are over age to be considered again for a Long Service Commission, may apply for a Short Service Royal Marines Commission; they may not, however, attend for interview until 12 months have elapsed since their previous interview.

### MEDICAL EXAMINATION

6. Candidates who reach a satisfactory standard at the Interview Board are generally called for a medical examination in London about a week later but for candidates who have to travel long distances every effort is made to arrange the medical examination for the day following their interview at H.M.S. *Sultan*.

7. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the disqualification(s). The nominal fee of one pound which must accompany an appeal, is refunded if the appeal is successful. Expenses incurred on travelling, meals and accommodation for attendances at Appeal Boards are not refundable.

### TRAVELLING AND OTHER EXPENSES

8. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd class rail or bus fares from a candidate's school or normal place of residence in the United Kingdom will be refunded for the whole amount. Lodging and food are provided free of charge at H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

9. Candidates who have to travel long distances to reach the interview board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meals, bed and breakfast for each night necessarily spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded.

### NOTIFICATION OF RESULT AND ENTRY DATE

10. Successful candidates will be informed as soon as possible—normally within 3 weeks of their interview. Entry to the Commando Training Centre, Lympstone is in September, and those who have a long wait between acceptance and joining are urged to continue their studies at school or elsewhere in the meantime; such study will materially assist them at Lympstone.

### UNIVERSITY CADETSHIP SCHEME

11. First appointment candidates may also compete for the award of an R.M. University Cadetship. Such an award covers study for a full time degree at a University, Polytechnic or College in the United Kingdom; applications should be made as soon as possible in the year candidates expect to enter a University. The University Cadetship interview will also cover First Appointment Entry.

12. Successful University Cadetship candidates, instead of entering Lympstone, are appointed as Probationary Second Lieutenants with a special rate of pay and an educational grant whilst undergoing their University studies, and are required to undergo service training, during some of their vacations.

13. For further details and application form write to Ministry of Defence, Naval Personnel Division 1 (University Cadetships), Old Admiralty Building, Whitehall, London, SW1A 2BE.

### CANDIDATURE FOR OTHER TYPES OF OFFICER ENTRY

14. Information about other methods of officer entry into the Royal Navy and Royal Marines may be obtained from the Ministry of Defence, Royal Naval Careers Service, Officer Entry, Old Admiralty Building, Whitehall, London, SW1A 2BE.

15. Candidates who wish to be considered for more than one type of entry are required to state their order of preference. They will be called to attend the Interview Board appropriate to their first choice and will be considered for all entries at the same time.

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## PART 2

## CONDITIONS OF ENTRY

### AGE LIMITS

1. Candidates must be 17 years 6 months or over but under 20 years 6 months on 1st September of the year of entry.

### NATIONALITY

2. To be eligible candidates must:—

(a) At all times since birth have been a British subject or a citizen of the Republic of Ireland.

(b) Have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland.

and (c) Have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may be accepted in special circumstances by permission of the Secretary of State for Defence. Such applications should, if possible, be accompanied by the following documents:—

(1) Naturalisation Certificate or evidence of naturalisation.
(2) Parents' birth and marriage certificates.
(3) Candidates' and parents' passports.

3. Candidates who are citizens of the Republic of Ireland will be required, as a condition of entry, to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect candidates' citizenship of the Republic of Ireland.

### RESIDENTIAL QUALIFICATION

4. Candidates who are not of U.K. origin should have resided in the United Kingdom for a minimum of 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

### UNIFORM

5. Officers are given free issues of clothing and cash grants for purchasing uniform outfits and these allowances are sufficient to provide all the essential uniform required by officers while under training. If so requested the outfit grants may be paid to parents or guardians of officers under 18 years of age.

6. It is a condition of entry that an officer whose appointment is terminated compulsorily before he has completed 2 years' service will be required to return his principal items of free issue uniform, charges being raised against the officer, or if under 18 his parents or guardians, for any specified article not returned.

7. Also if for any reason an officer is permitted to withdraw from training voluntarily he, or if he is under 18 his parent or guardian, will be required, at the discretion of the Admiralty Board, to refund the value of the outfits and cash grants issued to him after entry on the following scale:—

| | |
|---|---|
| Grants paid and issues made less than 1 year before date of resignation .. .. .. .. | In full |
| Grants paid and issues made over 1 year but less than 2 years before date of resignation .. .. | Two-thirds |
| Grants paid and issues made over 2 years but less than 3 years before date of resignation .. .. | One-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. | Nil |

The amount of refund will be reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

### PROBATIONARY PERIOD

8. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserve the right to terminate an appointment at any time if the officer:—

(a) fails to reach a satisfactory standard in training; or
(b) his conduct is unsatisfactory; or
(c) he does not display the qualities required of a Royal Marines officer.

9. Up to the date of completion of training (approximately 3 years 4 months after entry), officers to whom a career in the Royal Marines ceases to appeal will normally be allowed to withdraw from training, subject only to the requirements of paragraph 7 above.

10. After completion of training officers will not normally be allowed to retire until they have given a period of effective service of up to 5 years from the date of their completion of training.

## PART 3

## EDUCATIONAL REQUIREMENTS

1. Candidates must normally be in possession of:—

(a) Passes in 5 subjects in the General Certificate of Education to include the subjects English Language and Mathematics. Two of the passes must be at Advanced Level; or
(b) Passes in 5 subjects in the Scottish Certificate of Education to include the subjects English and Mathematics. Candidates must offer 3 passes at Higher Grade or 2 passes in the Certificate of Sixth Year Studies Examination. Ordinary Grade Subjects must be passed at Band C (Range 8/9) or above.

2. Examination results received after the despatch of a candidate's application form should be forwarded to Ministry of Defence, Naval Personnel Division 1 (RM/LSC) Old Admiralty Building, Whitehall, London, SW1A 2BE.

3. Other examination qualifications will be accepted if, in the opinion of the Ministry of Defence, they are equivalent to those specified or of a higher standard.

4. Passes at Grade 1 in the Certificate of Secondary Education will be accepted in lieu of Ordinary Level passes in the GCE on a subject for subject basis.

5. If vacancies exist outstanding candidates who only have one 'A' Level pass (or equivalent) in an acceptable subject may be considered for appointment.

6. If any doubt exists as to the acceptability of any subject or combination of subjects, Naval Personnel Division 1 (RM/LSC) should be consulted.

### ACCEPTABLE SUBJECTS

English Language/English (in Scotland)
English literature
General Paper (Modern Studies at Ordinary grade in Scotland) (Acceptable only as an Ordinary level pass)
General Studies
Logic
History
Geography
Religious Knowledge
Latin
Greek

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General Classics
Sociology
Approved Modern Languages
Engineering (in Scotland)
Geometrical Drawing or Geometrical and Mechanical (or Machine) Drawing or Technical/Engineering Drawing
Chemistry
Physics
Physics-with-Chemistry, or General Science, or Engineering Science, or Physical Science
Mathematics
Applied Mathematics/Mechanics
Additional Mathematics
Botany
Biology (but does not count as separate subject if offered with Botany or Zoology)
Zoology
Geology
Navigation
Seamanship
Elementary Aeronautics
Economics
Politics
British Constitution
Surveying
General Principles of English Law
Principle of Accounts
Commerce.

*Notes:*—(1) Where GCE or equivalent certificates are held in subjects which overlap significantly in content only one of the overlapping subjects may count towards the qualifying standard. Examples of overlapping subjects are:—

(i) Physics and Physics-with-Chemistry.
(ii) Variants of History—e.g. European History and Economic History.
(iii) General Classics and either Latin or Greek.
(iv) 'A' and 'O' levels in the same form of Mathematics.
(v) Variants of Religious Knowledge, Navigation, Seamanship, Economics, British Constitution.

(2) Modern or Experimental Syllabus—Passes at Ordinary and Advanced Levels in a GCE examination of a recognised examining board and which are based on a modern or experimental syllabus are acceptable (e.g. The School Mathematics Project, Midlands Mathematical Experiment, St. Dunstan's Project, Mathematics for Education and Industry Project, Shropshire Experiment, Nuffield Project).

## PART 4

## MEDICAL STANDARDS

1. The following is a list of defects which may cause rejection:—

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.
(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
(2) abnormal spinal conditions, abnormal locomotion, amputations.
(3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.
(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity* Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids.*

(*g*) *Diseases of the Ear, Nose and Throat*
(1) *Perforations*—an unhealed perforation is a bar to entry.
(2) *Mastoid Operation* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval ENT Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.
(6) *Sinusitis* Repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical-Director General (Naval) for decision.
(1) *Asthma* where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by Medical Director-General (Naval).

(*j*) *Rheumatic Fever* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years freedom from recurrence, no prophylaxis having been given, or
(3) the candidate is over 25 years and has been three years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic Ulcer
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistula or fissure of anus; Haemorrhoids.

(*m*) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.

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(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformations of the kidneys.
(11) Urolithiasis.

(*n*) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.
(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*o*) *Metabolic Conditions* diseases of the thyroid gland, hyperthyroidism, myxoedema.

VISUAL STANDARDS

| 2. *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/12 6/12 correctable to 6/6 6/6 | N.5 EE | Three |

Glasses may not be worn:

*Refractive error limits* (under a mydriatic)

(i) Hypermetropia .. 5.0 dioptres in either eye
(ii) Astigmatism .. the difference between axes must not exceed 5.0 dioptres.

Fields of vision must be normal to confrontation test.

Stereoscopic vision must be present.

Heterophoria (tested with Maddox Rod at 6 metres) must not exceed:—

Eso- and Exo-phoria.. 6 prism dioptres
Hyperphoria .. .. 1 prism dioptre.

## TRAINING, PROMOTION AND CAREER PROSPECTS: NOTES

### COURSES OF INSTRUCTION AND TRAINING

1. The Programme of Training of Second Lieutenants is carried out in 4 phases. Phase I consists of 12 months' basic infantry, commando, amphibious and naval training and is mainly carried out at the Commando Training Centre, Royal Marines, Lympstone, Devon. Phase II, of approximately a year's duration, is spent in serving in an operational commando at home or overseas. Phase III consists of 12 months' academic training at Britannia Royal Naval College, Dartmouth. Phase IV consists of approximately 3 months' confirmatory training in the United Kingdom including courses at the Joint Warfare Establishment and Commando Training Centre, Royal Marines, The Amphibious Training Unit, Royal Marines and the Royal Marines Barracks, Eastney. Physical and Recreational Training, Equitation and Initiative Training are included in certain courses carried out at Royal Marine units.

2. Marks are allotted at the end of most courses on the results of examinations, and also for general qualities, powers of leadership and application.

### UNIVERSITY NOMINATIONS

3. One or two young officers will be selected each year to be sent to university to study for a degree. Selection will normally take place on completion of military training and will depend upon an officer's academic merits, on his being able to satisfy the university entry requirements and acceptance by a college, and on his general conduct and progress during training. Officers will go to university after one tour in a Royal Marines Commando.

### SCOPE OF DUTIES

4. The scope of duties of Royal Marines Officers according to rank includes:—

*Ashore—*

(*a*) Regimental duties in a Commando.
(*b*) Specialisation in Weapon Training, Signalling, Landing Craft, Assault Engineering, Physical Training, Motor Transport, Reconnaissance Leading, Heavy Weapons or as Swimmer Canoeist.
(*c*) Instructional duties.
(*d*) Staff Appointments.

*Afloat*

(*e*) Detachment duties, including military landing parties.
(*f*) Watchkeeping at sea.
(*g*) Staff appointments to Commanders-in-Chief etc.
(*h*) Service with the Assault Squadrons of the Amphibious Force.

5. Qualified Officers are eligible for employment on the Ministry of Defence Staff and for appointments on extra-regimental duties.

6. Suitable Officers are selected for employment as Pilots of Troop Carrying Assault Helicopters and Unit Light Aircraft.

### PROMOTION

7. Officers are granted the acting rank of Lieutenant after 2 years and 4 months from date of entry. On satisfactory completion of all courses, officers are posted to a Commando unit or embarked as subalterns of R.M. detachments afloat. Confirmation in the rank of Lieutenant takes place after 3 years and 6 months from date of entry (seniority being adjusted according to marks obtained during training).

9. Lieutenants are normally promoted to Captain on attaining 8 years' seniority as Lieutenant.

10. Promotion to Major and higher ranks up to General is by selection, and is subject to passing the prescribed examinations.

### RETIREMENT

11. Long Service officers are compulsorily retired on reaching the following ages:—

Captain .. .. 50
Major .. .. .. 50
Lieutenant-Colonel .. 51

Officers may apply to retire voluntarily at any time before reacing the age of compulsory retirement. All applications will be considered by the Ministry of Defence in the light of the requirements of the Service and are normally subject to a 1 year waiting period. This period may be longer in cases where an officer has recently been given further training of some months or more duration. Special consideration is, however, given to applications made on compassionate grounds (see also Part 2 paragraph 10 about periods of minimum service).

### PAY

12. Details of pay are notified separately.

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# REGULATIONS FOR ROYAL MARINES UNIVERSITY CADETSHIP ENTRY

## INTRODUCTION

1. If you want to get a degree and become a Royal Marines officer, you are encouraged to join as a University Cadet for a long service commission. If you are already taking a full-time degree course at a University, Polytechnic or College of Technology, you may apply at any time during your course of studies. If you are studying for "A" levels and hope to take such a degree course you may apply at any time during your last year at school. You need not have secured a place, or a provisional place, at University, College, etc., but should have decided for which degree you propose to study.

2. You will be paid throughout your period at University, etc. In addition you will receive an educational grant and your tuition fees will also be paid for you. Details are given in the separate leaflet enclosed. You will, however, have to repay the grant and fees if you wish to withdraw from the Royal Marines in the first few years of your service.

3. The detailed entry regulations are attached as follows:—

Part 1. Methods of Selection and Award
Part 2. General Conditions of Entry
Part 3. Educational Qualifications required
Part 4. Medical Standards.

There are also some short notes, not forming part of the regulations, on training and career prospects.

## PART 1

## METHODS OF SELECTION AND AWARD

### APPLICATIONS

1. The application form should be completed and returned together with birth and educational certificates to Ministry of Defence Naval Personnel Division 1 (University Cadetships), Old Admiralty Building, Whitehall, London, SW1A 2BE. Any candidate who has not received an acknowledgement of his application within 10 complete days should write at once to the above address.

### INTERVIEW

2. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports, and the result of tests of intelligence, aptitude and personality conducted during the selection procedure.

3. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for University Cadetship. Those who are recommended should not, however, assume that their entry to the Royal Marines is guaranteed because the final selection is made in the Ministry of Defence.

4. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum of 6 months.

### MEDICAL EXAMINATION

5. Candidates who reach a satisfactory standard at the Interview Board are generally called for a medical examination in London about a week later. For candidates who have to travel long distances every effort is made to arrange the medical examination for the day following their interview at H.M.S. *Sultan*.

6. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal if they wish to the Medical Appeal Board. This consists of a representative of the Medical Director General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the disqualification(s). The nominal fee of one pound which must accompany an appeal is refunded if the appeal is successful. Expenses incurred in travelling, meals, and accommodation for attendances at Appeals Board are not refunded.

### TRAVELLING AND OTHER EXPENSES

7. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, second class rail or bus fares from a candidate's school or normal place of residence in the United Kingdom will be refunded for the whole amount. Lodging and food are provided free of charge at H.M.S. *Sultan*, and a light meal is provided at the Naval Medical Board where appropriate.

8. Candidates who have to travel long distances to carry out the selection procedure and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meals, bed and breakfast, for each night necessarily spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded.

### AWARD OF CADETSHIPS

9. Notification of provisional awards will be made as soon as possible after the appearance at the Admiralty Interview Board. Confirmation of the awards will be dependent on the candidate's satisfying the conditions of Part 3 below. In addition, as vacancies are limited, confirmation may have to wait until the educational qualifications of all candidates are known. The award of the Cadetship will date from shortly before the start of the applicant's degree course or, where the course has already been started, from the beginning of the term following selection.

10. Successful candidates who have already commenced their University/College course with assistance from public funds should inform the appropriate Local Education Authority or other award-making body immediately they are awarded a Royal Marines University Cadetship. It should be assumed that no further assistance will be given by that body after the date on which the cadetship commences.

## PART 2

## GENERAL CONDITIONS OF ENTRY

### AGE LIMITS

1. Candidates must be at least 17½ years of age on being appointed and of such an age that they will be under 24 years old on 1st September of the year in which they graduate.

2. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a statutory declaration by a parent or guardian before a magistrate), giving exact date of his birth.

### NATIONALITY

3. To be eligible candidates must:—

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and

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(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may in exceptional circumstances, and with the special permission of the Secretary of State for Defence, be accepted. Such applications should be accompanied by the following documents:—

(*a*) naturalisation certificate or evidence of naturalisation;
(*b*) parents' birth and marriage certificates;
(*c*) candidates' and parents' passports.

4. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

## RESIDENTIAL QUALIFICATION

5. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

## UNIFORM

6. University Cadets are provided with uniform outfits free of charge on reporting to the Commando Training Centre, Lympstone, for initial training. Further free issues of clothing and cash grants for the purchase of uniform items are made on graduation and on completion of training.

7. It is a condition of entry that an officer whose appointment is terminated compulsorily will be required to return his principal items of free issue uniform, charges being raised against the officer for any specified article not returned.

## FAILURE TO OBTAIN A DEGREE

8. A University Cadet who fails to obtain his degree or diploma may be required to continue to serve, or may, at Ministry of Defence discretion, have his appointment terminated.

## FINANCIAL LIABILITY

9. Should an officer entered as a University Cadet be permitted to leave the Royal Marines voluntarily before graduating, or before completing 5 years' service subsequent to graduation, he will be required to refund to the Ministry of Defence his educational grant and tuition fees paid from public funds. An undertaking to this effect will be required. A similar refund will be required should a cadet's appointment be terminated because he has failed to obtain his degree or diploma as a result of lack of diligence, or should he become medically unfit whilst at University for reasons attributable to his own fault.

10. In addition, if an officer withdraws voluntarily he will be required at the discretion of the Admiralty Board, to refund the value of the uniform outfits and cash amounts issued to him on the following scale:—

| | |
|---|---|
| Grant paid and issues made less than one year before date of resignation .. .. .. | In Full |
| Grants paid and issues made more than one year but less than 2 years before date of resignation .. .. .. | Two thirds |
| Grants paid and issues made more than 2 years but less than 3 years before date of resignation | One third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. | Nil |

11. The amount of refund will be reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made to measure garments.

## PROBATIONARY PERIOD AND WITHDRAWAL FROM THE SERVICE

12. It must be clearly understood that the whole period of a University Cadetship and subsequent training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if the officer:—

(*a*) fails to reach a satisfactory standard during his studies or in training; or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a Royal Marines officer.

13. Up to the date of promotion to Lieutenant, which in normal circumstances occurs after 14 months' full time Royal Marine training following graduation, officers to whom a Royal Marines career ceases to appeal will normally be allowed to withdraw from training subject only to the requirements of paragraphs 9 and 10 above.

14. After promotion to Lieutenant, officers will not normally be allowed to retire until they have given a period of effective service of up to 5 years from the date of their first appointment after satisfactorily completing all their training. Exceptions to this rule will be allowed only in the most exceptional circumstances (e.g. compassionate cases).

# PART 3
## EDUCATIONAL QUALIFICATIONS REQUIRED

1. A confirmed award of a Cadetship is dependent on a candidate obtaining a place for, or being currently on, a degree course as a full time internal student at a University, Polytechnic or College of Technology in the United Kingdom, acceptable to the Ministry of Defence.

2. There is no restriction on the subject matter of the degree course that may be undertaken by candidates.

3. For all candidates, General Certificates of Education or equivalent qualifications must include at least "O" level passes in English Language and Mathematics. In cases of doubt candidates should consult Naval Personnel Division 1, Ministry of Defence, London, SW1A 2BE.

4. Students wishing or required to change their course of study are, after consultation with their tutors, to apply to the Director, Naval Education Service, Ministry of Defence, London SW1A 2BE, without delay. Courses of study are not to be changed without prior approval of the Navy Department.

# PART 4
## MEDICAL STANDARDS

1. The following is a list of defects which may cause rejection:—

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.
(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.

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(2) abnormal spinal conditions, abnormal locomotion, amputations.
(3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.
(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity.* Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids*

(*g*) *Diseases of the Ear, Nose and Throat*
(1) *Perforations*—an unhealed perforation is a bar to entry.
(2) *Mastoid Operation* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval E.N.T. Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.
(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.
(1) *Asthma* where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been cured by surgery. These cases may be accepted for entry subject to approval by Medical Director-General (Naval).

(*j*) *Rheumatic Fever* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years freedom from recurrence, no prophylaxis having been given, or
(3) the candidate is over 25 years and has been three years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic Ulcer
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistula or fissure of anus; Haemorrhoids.

(*m*) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must either be removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformations of the kidneys.
(11) Urolithiasis.

(*n*) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.
(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*o*) *Metabolic Conditions* diseases of the thyroid gland, hyperthyroidism, myxoedema.

## VISUAL STANDARDS

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/12 6/12 correctable to 6/6 6/6 | N.5 EE | Three |

Glasses may not be worn.

*Refractive error limits* (under a mydriatic):—

(i) Hypermetropia .. 5.0 dioptres in either eye.
(ii) Astigmatism .. the difference between the axes must not exceed 5.0 dioptres.

Fields of vision must be normal to confrontation test.

Stereoscopic vision must be present.

Heterophoria (tested with Maddox Rod at 6 metres) must not exceed:—

Eso- and Exo-phoria .. 6 prism dioptres
Hyperphoria .. .. 1 prism dioptre.

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### TRAINING, PROMOTION AND CAREER PROSPECTS: NOTES

#### TRAINING

1. Where possible Cadets join the Commando Training Centre, Royal Marines, Lympstone, before the beginning of the Autumn Term at University for up to 14 days' training. They will normally be called for training during University vacations at the discretion of the Commandant General Royal Marines and subject to the requirements of the University.

2. On graduating, successful candidates will join the Commando Training Centre, Royal Marines, and will spend one year doing pre-unit training.

3. On completion of training officers will be posted to a Commando Unit during which time they will be an integral part of the complement of the Unit and will carry out normal Subaltern duties.

4. After about eighteen months in a Unit, officers may be required to undertake a series of Operations courses in home training establishments for a period of three months.

#### PROMOTION AND SENIORITY

5. University Cadets are appointed in the rank of Probationary 2nd Lieutenant. They are promoted Probationary Lieutenant on 1st September in the year they graduate. Fourteen months later they are promoted to Lieutenant following successful completion of pre-unit training. Seniority as a Lieutenant can be adjusted according to class of degree obtained and results achieved during training and early service with a Commando. Antedates are awarded as follows:—

| | |
|---|---|
| 1st or 2nd Class Honours Degree .. .. .. | 20 months |
| Other Classes of Degree .. | 14 months |
| Results in training and early service .. .. .. | up to 6 months |

6. Antedates in seniority will count towards increments in pay and for promotion, but the time so gained will not count for retired pay or for other financial purposes. Antedates will not carry back pay on the scale for the higher rank.

7. Lieutenants are normally promoted to Captain on attaining 8 years' seniority as Lieutenant. Promotion to Major and higher ranks is by selection in competition with other Long Service officers, and is subject to passing the prescribed examinations.

#### RETIREMENT

8. Long Service Commission officers retire on reaching the following ages:—

| | |
|---|---|
| Captain .. .. | 50 |
| Major .. .. | 50 |
| Lieutenant-Colonel .. | 51 |

Officers may apply to retire voluntarily, or to resign as appropriate, at any time before reaching the age of compulsory retirement. All applications will be considered by the Ministry of Defence in the light of the requirements of the Service, and are normally subject to a one year waiting period. This period may be longer in cases where an officer has recently been given further training of some months or more duration. Special consideration is, however, given to applications made on compassionate grounds (see also Part 2 paragraph 14 about periods of minimum service).

## REGULATIONS FOR ROYAL MARINES GRADUATE ENTRY

### INTRODUCTION

1. The Royal Marines Graduate entry scheme offers opportunities for University Graduates to join the Royal Marines on Long Service Commissions.

2. The entry regulations are set out as follows:—

Part 1. Methods of Selection
Part 2. General Conditions of Entry
Part 3. Medical Standards.

There are also some short notes, not forming part of the regulations, on Royal Marines training, promotion and career prospects.

### PART 1
### METHODS OF SELECTION

#### APPLICATIONS

1. The application form should be completed and returned together with birth and educational certificates to Ministry of Defence, Naval Personnel Division 1 (Graduates), Old Admiralty Building, Whitehall, London, S.W.1. Any candidate who has not received an acknowledgment of his application within 10 complete days should write at once to the above address.

#### INTERVIEW

2. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports, and the result of tests of intelligence, aptitude and personality conducted during the selection procedure.

3. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for Graduate entry. Those who are recommended should not, however, assume that their entry to the Royal Marines is guaranteed because the final selection is made in the Ministry of Defence.

4. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum of 6 months, but they may not be considered more than once for any particular entry.

#### MEDICAL EXAMINATION

5. Medical examinations are carried out in London and wherever possible they are arranged for the day after the candidate's appearance at H.M.S. *Sultan*.

6. Candidates who are below the physical or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the disqualification(s). The nominal fee of one pound, which must accompany an appeal, is refunded if the appeal is successful. Expenses incurred in travelling, meals and accommodation for attendances at Appeals Boards are not refunded.

#### TRAVELLING AND OTHER EXPENSES

7. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, second class rail or bus fares from the candidate's normal place of residence in the United Kingdom will be refunded for the whole amount. Lodging and food are provided free of charge at H.M.S. *Sultan*, and a light meal is provided at the Naval Medical Board where appropriate.

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8. Candidates who have to travel long distances to carry out the selection procedure and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expense on evening meals, bed and breakfast for each night necessarily spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded.

NOTIFICATION OF RESULT AND DATE OF ENTRY

9. Successful candidates will be informed as soon as possible. As the number of vacancies is limited, however, final acceptance may not be possible until about one month before entry. Successful candidates will enter the Commando Training Centre, Lympstone, Devon, in September.

## PART 2

## GENERAL CONDITIONS OF ENTRY

AGE LIMITS

1. Candidates must not have attained the age of 24 years on 1st September of the year of entry.

2. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a statutory declaration by a parent or guardian before a magistrate) giving exact date of his birth.

ACADEMIC QUALIFICATIONS

3. The academic requirement is a U.K. degree or equivalent acceptable to the Ministry of Defence, as well as passes in the GCE at Ordinary level in English Language and Mathematics.

NATIONALITY

4. To be eligible, candidates must:—

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may in exceptional circumstances, and with the special permission of the Secretary of State for Defence, be accepted. Such applicants, or their parents or guardians, are therefore advised to forward their applications for entry at least two months earlier than the advertised closing dates. Their applications should be accompanied by the following documents;

(*a*) Naturalisation certificate or evidence of naturalisation;
(*b*) Parents' birth and marriage certificates;
(*c*) Candidate's and parents' passports.

5. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

6. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least five years immediately preceding the application This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

UNIFORM

7. An outfit allowance is payable on entry and is supplemented by free issues of clothing. This allowance, together with the free issues, is sufficient to provide all the essential uniform required by the officer while under training.

8. It is a condition of entry that an officer whose appointment is terminated compulsorily before he has completed 2 years' service will be required to return his principal items of free issue uniform, charges being raised against the officer, for any specified articles not returned.

9. If for any reason an officer is permitted to withdraw from training voluntarily before he has completed 2 years' service he will be required, at the discretion of the Admiralty Board, to refund the value of the outfits and cash grants issued to him after entry on the following scale:—

| | |
|---|---|
| Grants paid and issues made less than one year before date of resignation .. .. .. | In full |
| Grants paid and issues made over one year but less than two years before date of resignation | Two-thirds |
| Grants paid and issues made over two years but less than three years before date of resignation .. .. .. .. | One-third |
| Grants paid and issues made more than three years before date of resignation .. .. | Nil |

The amount of refund will be reduced by the value of any Kit Deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

TERMINATION OF APPOINTMENT

10. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if:—

(*a*) the officer fails in training; or
(*b*) his standard of work is unsatisfactory or, under certain circumstances, he fails to perform the duties for which he was entered; or
(*c*) his conduct is unsatisfactory; or
(*d*) the qualities required of a Royal Marines Officer are not being sufficiently developed.

11. Up to the date of completion of initial training (approximately one year after entry) officers to whom a Royal Marines Career ceases to appeal will normally be allowed to withdraw from training subject only to the requirements of paragraph 9 above. Thereafter they will be expected to give a return of service of one full appointment (about 2 years) from the date of completion of initial training, before applying to be allowed to retire voluntarily.

## PART 3

## MEDICAL STANDARDS

1. The following is a list of defects which may cause rejection:

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.
  (1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
  (2) abnormal spinal conditions, abnormal locomotion, amputations.
  (3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.

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(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity* Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids*

(*g*) *Diseases of the Ear, Nose and Throat*
(1) *Perforations*—an unhealed perforation is a bar to entry.
(2) *Mastoid Operation* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval E.N.T. Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.
(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director-General (Naval) for decision.
(1) *Asthma* where this forms, or is likely to form, a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director-General (Naval).

(*j*) *Rheumatic Fever* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years' freedom from recurrence, no prophylaxis having been given, or
(3) the candidate is over age 25 years and has been three years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic Ulcer
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistula or fissure of anus; Haemorrhoids.

(*m*) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformations of the kidneys.
(11) Urolithiasis.

(*n*) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.
(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*o*) *Metabolic Conditions* diseases of the thyroid gland, hyperthyroidism, myxoedema.

## VISUAL STANDARDS

### GLASSES MAY NOT BE WORN

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/12 6/12 correctable to 6/6 6/6 | N.5 EE | Three |

*Refractive error limits* (under a mydreatic):—

(i) Hypermetropia .. 5.0 dioptres in either eye.
(ii) Astigmatism .. the difference between axes must not exceed 5.0 dioptres.

Fields of vision must be normal to confrontation test.

Stereoscopic vision must be present.

Heterophoria (tested with Maddox Rod at 6 metres) must not exceed:—

Eso- and Exo-phoria .. 6 prism dioptre
Hyperphoria .. .. 1 prism dioptre.

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### TRAINING, PROMOTION AND CAREER PROSPECTS: NOTES

#### TRAINING

1. Graduate entries will undergo one year's initial training at the Commando Training Centre, Lympstone. On completion they will be appointed to a Commando, and become an integral part of the complement of the Unit and carry out normal subaltern duties. Wherever possible, arrangements will be made for them to be attached to a ship during this period to gain experience of service at sea.

2. After approximately 18 months in a Commando Unit, officers may be required to undertake a series of Operations Courses lasting for a period of 3 months.

#### PROMOTION AND SENIORITY

3. Successful candidates enter the Royal Marines in the rank of Probationary Lieutenant. On completion of initial training they are made Acting Lieutenants, and confirmation as Lieutenant follows 2 months later i.e. after 1 year and 2 months' service. Antedates of seniority are applied at this stage. The maximum antedate is 26 months, 20 months is awarded for a 1st and 2nd Class Honours Degree, and 14 months for any other Degree. Up to 6 months may be gained for results obtained during initial training. A further award may, at the discretion of the Admiralty Board, be made for previous military service.

4. Promotion to Captain is made on attaining 8 years' seniority as a Lieutenant. Promotion to Major and above is in competition with other Long Service Commission officers of the Royal Marines.

#### SCOPE OF DUTIES

5. The scope of duties of Royal Marines Officers according to rank includes:—

*Ashore*

(*a*) Regimental duties in a Commando.
(*b*) Specialisation in Weapon Training, Signalling, Landing Craft, Assault Engineering, Physical Training, Motor Transport, Reconnaissance Leading (Mountain and Arctic Warfare), Heavy Weapons or as a Swimmer Canoeist.
(*c*) Instructional duties.
(*d*) Staff Appointments.

*Afloat*

(*e*) Detachment duties, including military landing parties.
(*f*) Watchkeeping at sea.
(*g*) Service with the Amphibious shipping of the Fleet.

Qualified officers are eligible for employment on the Ministry of Defence Staff and for a wide range of extra-regimental appointments.

#### RETIREMENT

6. Long Service officers are compulsorily retired on reaching the following ages:

| | |
|---|---|
| Captain .. .. | 50 |
| Major .. .. .. | 50 |
| Lieutenant-Colonel .. | 51 |

7. Officers who are not due for compulsory retirement may, at Ministry of Defence discretion, be allowed to retire voluntarily or to resign as appropriate. The over-riding factor in considering such applications will be the requirements of the Service but special consideration will be given when the request is made on compassionate grounds.

#### PAY

8. Details of pay will be notified separately. Particulars of retired pay, terminal grants and gratuities are available on request.

9. The University Liaison Officer, Ministry of Defence, Old Admiralty Building, Whitehall, SW1A 2BE, will be pleased to supply any further information required.

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## REGULATIONS FOR FIRST APPOINTMENTS IN THE ROYAL MARINES SHORT SERVICE COMMISSIONS

### INTRODUCTION

1. Under this scheme of entry into the Royal Marines, appointments are, in the first instance, for 5 years on the Active List, followed by 4 years on the Reserve: but officers have the option, subject to Ministry of Defence approval, to extend their appointments to 10 years, followed by 4 years on the Reserve. Whilst on the Reserve, officers will only be liable for service in war or other national emergency. All candidates must be educationally qualified before entry but they may apply in anticipation of obtaining such qualifications.

2. The entry regulations are set out as follows:

Part 1. Methods of Selection
Part 2. General Conditions of Entry
Part 3. Educational Qualifications required
Part 4. Physical Requirements.

There are also some short notes, not forming part of the regulations, on Royal Marines training, promotion and career prospects.

### PART 1
### METHODS OF SELECTION

#### APPLICATIONS

1. The application form should be completed and returned together with birth and educational certificates to Ministry of Defence, Naval Personnel Division 1 (RMSS), Old Admiralty Building, Whitehall, London, SW1A 2BE. Any candidate who has not received an acknowledgement of his application within 10 complete days should write at once to the above address. Applications may be made at any time but must reach the above address not later than 1st June of the year of entry.

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INTERVIEW

2. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the presidency of a Flag Officer (or a Captain R.N.) assisted by other naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports, and the result of tests of intelligence, aptitude and personality conducted during the selection procedure.

3. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for a University Cadetship. Those who are recommended should not, however, assume that their entry to the Royal Marines is guaranteed because the final selection is made in the Ministry of Defence.

4. Candidates may make three appearances at the Board but 12 months must elapse between each interview.

MEDICAL EXAMINATION

5. The Admiralty Interview Board prepares a short list of candidates from whom the final selection will be made. All short listed candidates are called for medical examination but they should not assume that this necessarily implies success in the competition. Medical examinations are generally held in London about a week after the interview, but for candidates who have to travel long distances every effort is made to arrange the medical examination for the day following their appearance at H.M.S. *Sultan*.

6. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal if they wish to the Medical Appeal Board. This consists of a representative of the Medical Director General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the disqualification(s). The nominal fee of one pound, which must accompany an appeal, is refunded if the appeal is successful. Expenses incurred in travelling, meals and accommodation for attendances at Appeals Boards are not refunded.

TRAVELLING AND OTHER EXPENSES

7. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, second class rail or bus fares from a candidate's school or normal place of residence in the United Kingdom will be refunded for the whole amount. Lodging and food are provided free of charge at H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

8. Candidates who have to travel long distances to reach the Interview or Medical Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meals, bed and breakfast, for each night necessarily spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and means can be refunded.

FINAL SELECTION AND ENTRY DATE

9. Final selection from short listed candidates who have passed the medical examination will be made at the Ministry of Defence (Navy Department) as soon as possible after all candidates have completed their interviews. All candidates concerned will then be told the results of the final selection and successful candidates will normally enter the Commando Training Centre, Lympstone, in September each year.

PART 2

GENERAL CONDITIONS OF ENTRY

AGE LIMITS

1. Candidates must be at least 17 years 6 months, but under 23 years on date of entry.

2. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a statutory declaration by a parent or guardian before a magistrate), giving exact date of his birth.

NATIONALITY

3. To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Such applications should be accompanied by the following documents:

(*a*) naturalisation certificate or evidence of naturalisation;
(*b*) parents' birth and marriage certificates;
(*c*) candidate's and parents' passports.

4. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

5. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

PROBATIONARY PERIOD

6. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserve the right to terminate an appointment at any time if the officer:

(*a*) fails to reach a satisfactory standard in training or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a Royal Marines officer.

UNIFORM

7. A list of clothing required on joining is sent to all successful candidates. An outfit allowance is payable on entry and is supplemented by free issues of clothing. This allowance, together with the free issues, is sufficient to provide all the essential uniform required by the officer. If an officer is under 18 years of age the outfit allowance may, at Ministry of defence discretion, be paid to the officer's parent or guardian if a claim for this is received before payment is made to the officer.

8. It is a condition of entry that an officer whose appointment is terminated compulsorily before he has completed 2 years' service will be required to return his principal items of free issue uniform, charges being raised against the officer, or if under 18 his parents or guardian, for any specified article not returned.

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9. If for any reason an officer is permitted to leave the Royal Marines voluntarily he, or if he is under 18 his parent or guardian, will be required, at the discretion of the Admiralty Board, to refund the value of the outfits and cash grants issued to him on entry on the following scale:

| | |
|---|---|
| Grants paid and issues made less than 1 year prior to date of resignation .. .. .. .. | In full |
| Grants paid and issues made over 1 year but less than 2 years from date of resignation .. .. | Two-thirds |
| Grants paid and issues made over 2 years but less than 3 years from date of resignation .. .. | One-third |
| Grants paid and issues made more than 3 years from date of resignation .. .. .. .. .. | Nil |

PAY AND GRATUITY

10. The rates of pay will be notified separately. Officers who satisfactorily complete 5 or 10 years' Active List service will be eligible for a tax-free gratuity.

11. Should an officer be invalided, he will receive a gratuity proportionate to the length of Active List service actually completed, subject to the normal provision that any such gratuity is liable to be reduced or withheld if the disability was due to causes within the officer's own control.

12. The gratuity is intended to assist an officer's resettlement in civil life and is, therefore, not payable to his estate should he die or be killed while serving on the Active List. A special gratuity is, however, normally paid to a widow, or if there are children but no widow, this gratuity may be paid in part or in whole for their benefit. Ministry of Social Security pensions are also payable to widows etc. of officers whose death is due to their service.

## PART 3

## EDUCATIONAL QUALIFICATIONS REQUIRED

1. The educational requirements are shown below, and all candidates must be educationally qualified before entry. Those who have gained any or all of the required qualifications before applying, should forward with their applications their education certificates, or other evidence of having passed these examinations:

(*a*) Passes in English Language, Mathematics, and three other subjects either:
  (1) At Ordinary level in the General Certificate of Education; or
  (2) At Ordinary grade (Band C, Range 8/9, or above) in the Scottish Certificate of Education; or
  (3) In the Irish Leaving Certificate examinations, at pass level on Honours paper or above 40% on Ordinary papers.

(*b*) An Overseas School Certificate issued by the University of Cambridge Local Examination Syndicate (or the equivalent) showing credit ("O" level) passes in English, Mathematics and 3 other subjects.

(*c*) Educational qualifications which in the opinion of the Ministry of Defence are of a standard equivalent to or higher than (*a*)(1) above.

2. Grade 1 passes in the Certificate of Secondary Education will be acceptable, on a subject for subject basis, as an alternative to Ordinary level passes in the General Certificate of Education.

3. The subjects which may be offered in addition to the required passes in English Language and Mathemetics can be any of the subjects which normally have a place in school curricula and are recognised by the GCE and Scottish Certificate of Education examination boards, except as in paragraph 4 below.

4. (*a*) Where GCE or equivalent certificates are held in subjects which overlap significantly in content (e.g. Physics and Physics and Chemistry), only one of the overlapping subjects may count towards the qualifying standard.

(*b*) For the following groups of subjects, normally only one subject may count from its particular group:
  (1) Art, Music
  (2) Commercial Subjects
  (3) Technical Subjects
  (4) Additional Mathematics, Applied Mathematics, Mechanics.

(*c*) Biology may not be offered with either Botany or Zoology.

With regard to (*a*), (*b*) or (*c*) above, cases of doubt should be referred to the Ministry of Defence Naval Personnel Division 1.

5. If a candidate has passed one of the above examinations but has not yet received the actual certificate, a certified statement from the examining body (not the Headmaster) that he has been successful and has obtained passes in the required subjects will be accepted.

## PART 4

## PHYSICAL REQUIREMENTS

1. The following is a list of defects which may cause rejection:

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.
  (1) asymmetry of torso or limbs, limitations of movement of joints, the presence of muscular wasting.
  (2) abnormal spinal conditions, abnormal locomotion, amputations.
  (3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.
  (4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity* Providing that the candidate's cardio-vascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids*

(*g*) *Diseases of the Ear, Nose and Throat*
  (1) *Perforations*—an unhealed perforation is a bar to entry.
  (2) *Mastoid Operation* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval E.N.T. Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.

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(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.

(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.

(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.

(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director-General (Naval) for decision.

(1) *Asthma* where this forms, or is likely to form, a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director-General (Naval).

(*j*) *Rheumatic Fever* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:—

(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or

(2) there has been ten years' freedom from recurrence, no prophylaxis having been given, or

(3) the candidate is over age 25 years and has been three years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels*

(1) Peptic Ulcer

(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.

(3) Fistula or fissure of anus; Haemorrhoids.

(*m*) *Genito-Urinary Conditions*

(1) Congenital, active or latent syphilis. Gonorrhoea.

(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.

(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.

(4) Stricture of the urethra.

(5) Incontinence of urine.

(6) Enuresis, if this is within the last 2 years.

(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.

(8) Serious defect or malformation of the genital organs.

(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.

(10) Diseases and malformations of the kidneys.

(11) Urolithiasis.

(*n*) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.

(1) *Hay Fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*o*) *Metabolic Conditions* diseases of the thyroid gland hyperthyroidism, myxoedema.

2. VISUAL STANDARDS

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/12 6/12 correctable to 6/6 6/6 | N.5 EE | Three |

(but the wearing of glasses is not permitted).

*Refractive error limits* (under a mydriatic):

(1) Hypermetropia .. 5·0 dioptres in either eye.

(2) Astigmatism .. The difference between axes must not exceed 5·0 dioptres.

Fields of vision must be normal to confrontation test. Stereoscopic vision must be present.

Heterophoria (tested with Maddox Rod at 6 metres) must not exceed:

Eso- and Ex-phoria .. 6 prism dioptres
Hyperphoria .. .. 1 prism dioptre.

## TRAINING, PROMOTION AND CAREER PROSPECTS: NOTES

### TRAINING

1. On entry officers will undergo 12 months' initial training at the Commando Training Centre, Royal Marines, Lympstone, Devon, on satisfactory completion of which they will be posted to a Commando unit or other Royal Marines establishment. Opportunities exist for certain officers to specialise in various Royal Marine skills.

### PROMOTION

2. Successful candidates will be entered as Second Lieutenants and will be promoted to the rank of Acting Lieutenant after 2 years and 4 months from the date of entry. Confirmation in the rank of Lieutenant will take place after a further 14 months' service. Officers may gain up to 8 months' seniority as a Lieutenant due to good results in training.

### PROSPECTS

3. After 4 years' service officers will be required to state whether they wish to terminate their commissions after 5 years or to exercise the option to extend to the maximum period of 10 years. Opportunities will generally exist for suitable officers to transfer to Long Service Commissions. Promotion to Captain on a Long Service Commission is made after attaining 8 years' seniority as Lieutenant. Promotion to higher rank is by selection.

4. Officers selected for Long Service Commission will not be eligible for Short Service gratuity. They will be eligible for retired pay and terminal grant or gratuity under the regulations in force for Long Service officers. Short Service Commission service from the age of 18 will normally be taken into account in assessing such retired pay or gratuity. Details of Long Service Commission conditions of service etc. are available on request.

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WITHDRAWAL FROM TRAINING

5. Up to the date of completion of training, officers will normally be allowed to withdraw from training, subject only to the rule at Part 2 paragraph 10. Thereafter they will be required to complete their Short Service Commission, although sympathetic consideration will be given to voluntary resignation where compassionate circumstances exist.

**R.M. OTHER RANKS—CANDIDATES FOR SHORT SERVICE COMMISSIONS**

1. In addition to the normal form of recruitment from civil life, entry will be open to suitably qualified R.M. other ranks The pay of successful candidates will be governed by B.R. 1950, Supplement No. 1 (Manual) Article S 0207 and, on appointment as Second Lieutenants, they will retain their existing pay, plus 50p a day, so long as this is to their advantage.

APPLICATIONS

2. R.M. other ranks who consider they have a good chance of selection should apply to their Commanding Officers who, if the applicant can be recommended, should forward his name to the Ministry of Defence (Naval Personnel Division I), together with completed Forms CW1 and CW1A. (copy to the Director of Pay and Records, Royal Marines). A report that Form CW1 has been started is to be made in Part II Orders in accordance with para. 4 of that form.

3. Recommended candidates will undergo a medical examination in accordance with B.R. 1750. They will also undergo selection tests, including interview, which will merely test the potentialities of candidates, and it is important that names should not be forwarded to the Ministry of Defence unless Commanding Officers are able to recommend applicants as showing genuine promise of making satisfactory officers.

4. Applicants serving abroad should not be recommended unless they have been given an up-to-date medical examination and satisfy the minimum medical standards for the Royal Marines Officer Service given in B.R. 1750A (Handbook of Naval Medical Standards).

5. Application forms and copies of the full entry regulations will be sent through the usual channels to recommended candidates, who should complete and return the application form without delay. This formal application requires:—

(*a*) Evidence of date of birth. A formal birth certificate need not be forwarded with the application provided that the date of birth inserted by the applicant on the formal application is endorsed "verified" by the unit officer concerned.

(*b*) Evidence of educational standard. Documents showing that the candidate has obtained one of the educational qualifications prescribed in para. 13 will be required to be forwarded to the Ministry of Defence with the formal application. They will be returned as soon as possible.

The collection of this evidence will take time, especially when candidates are serving outside the United Kingdom. Candidates should therefore be advised to save time by collecting the various documents in advance so that they are able to return their application forms quickly.

SELECTION

6. Selection tests and interview will be carried out in H.M.S. *Sultan*, Gosport, and medical examination by the Naval Medical Board, Ministry of Defence, Empress State Building, London, SW6 1TR. Dates when candidates are required to undergo selection procedure will be communicated by the Ministry of Defence to the authorities concerned.

7. For candidates serving abroad, as much notice as possible will be given of dates so that arrangements can be made to draft them to Royal Marines Barracks, Eastney, prior to attending the interview board. The Commanding Officer, Royal Marines Barracks, Eastney, is to inform the Ministry of Defence (Naval Personnel Division I) and the Director of Pay and Records, Royal Marines, by signal immediately such a candidate arrives.

8. Service Certificates with enclosures are to be sent to the President of the Admiralty Interview Board at H.M.S. *Sultan*, before the board sits. If this is not possible the documents are to be taken by the candidate when he attends the board.

9. On completion of the full selection procedure, candidates will be returned to their present duties or to the Royal Marines Barracks, Eastney, if from abroad, to await results.

FURTHER ATTEMPTS

10. Candidates may make three attempts while they remain within the age limits. Twelve months must elapse between each attempt.

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# ROYAL NAVY—HELICOPTER FLYING DUTIES NAVAL COLLEGE ENTRANTS AND DIRECT GRADUATE ENTRANTS—SHORT CAREER COMMISSIONS

INTRODUCTION

1. This booklet contains the Regulations for Naval College Entry and Direct Graduate Entry to the Royal Navy on a Short Career Commission for Helicopter Flying Duties.

2. Short Career Commissions in the Royal Navy cater for the young man who wishes to serve as an officer for a limited period, or to serve initially on a short service basis while considering the possibility of continuing for a longer period if offered the opportunity to do so. For the Helicopter Flying Duties (Pilot or Observer) specialisation, there are two types of commission available:

Type A—A pensionable commission to age 38, or for 16 years, whichever is later, on the Active List, after which officers are placed on the Retired List.

Type B—As for Type A, except that officers have the option to leave after 8 or 12 years' service with a tax-free gratuity. Where such options are exercised, Active List service is followed by 4 years on the Emergency List, during which officers are liable for recall in time of war or other national emergency.

A candidate's choice of type of commission will in no way affect his chances of being selected for entry to the Royal Navy. Those who enter on a Type A commission have no option to transfer to a Type B commission.

3. There are opportunities for Short Career Commission officers to be selected for transfer to a Full Career Commission, or to have their Short Career Commissions extended to a permanent commission for service to the age of 50.

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4. To be considered for entry on a Short Career Commission for Helicopter Flying Duties candidates must successfully undertake the selection procedure, meet certain high medical standards, and hold the necessary educational qualifications. Successful candidates join the Britannia Royal Naval College, Dartmouth, in January, February, May, September and October.

5. The Regulations governing entry are detailed as follows in this booklet:

Part 1. Method of Selection and Acceptance for Entry
Part 2. General Conditions of Entry
Part 3. Educational Requirements
Part 4. Medical Standards.

Part 5 gives information about training, promotion and career prospects, but does not form part of the Regulations.

## PART 1

## METHOD OF SELECTION AND ACCEPTANCE FOR ENTRY

### APPLICATIONS

6. The application form should be completed and returned, together with birth and educational certificates, to the Ministry of Defence, Director of Naval Recruiting (Officer Entry Section), Old Admiralty Building, Spring Gardens, London SW1A 2BE. Applications may be forwarded at any time, but candidates wishing to be considered for a particular entry to the Britannia Royal Naval College, Dartmouth, should apply at least 6 months beforehand. Any candidate who has not received an acknowledgement of his application within 10 complete days should write at once to the above address.

### APTITUDE TESTS

7. Candidates are required to pass Flying Aptitude Tests at the Officer and Aircrew Selection Centre, Royal Air Force, Biggin Hill, Westerham, Kent. In these tests candidates demonstrate their aptitude for flying as a Pilot or Observer and their ability to absorb ground instruction. The tests are the same as those taken by candidates for entry to the Royal Air Force; they are designed to show candidates' ability to absorb the technical knowledge connected with flying, and their ability to learn the skills demanded for flying modern aircraft. The subject matter of the tests is as follows:

(*a*) *Written Tests*

(1) Non-verbal intelligence test—patterns
(2) Educational attainments—general knowledge
(3) Science—physics, electricity, chemistry
(4) Mathematics—Algebra, Trigonometry, Approximations
(5) Mathematics—table-reading
(6) Instruments; Part A—dial-reading
(7) Instruments; Part B—instrument comprehension
(8) Mechanics—mechanical reasoning (diagrams)
(9) Observation—a test of powers of observation

For the science test (sub-paragraph (3) above) candidates should have studied Science (primarily Physics) up to the level of a year before Ordinary level GCE or equivalent standard.

(*b*) *Performance Tests*

(1) Control velocity test; a test of co-ordination of eyes and hands
(2) Aircrew film test; ability to keep track of constantly changing information
(3) Sensory motor apparatus; co-ordination of eyes, hands and feet—control of a moving light.

Candidates who fail these tests are not normally eligible to make a further attempt until two years have elapsed.

### INTERVIEW

8. Candidates whose results in the flying Aptitude Tests show that they have suitable aptitude for Pilot or Observer training attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hants, which is under the Presidency of a Flag Officer (or a Captain R.N.), assisted by other Naval and civilian members. The Board take account of academic attainments, Headmasters' or Tutors' reports, and the results of tests of intelligence, aptitude and personality conducted during the selection procedure. Candidates attend the Admiralty interview Board for 1½ days, either immediately after taking Flying Aptitude Tests or some weeks later.

9. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum period of 12 months, but no candidate may make more than 3 attempts.

### MEDICAL EXAMINATION

10. Candidates whose results at R.A.F. Biggin Hill and the Admiralty Interview Board indicate that they are likely to be within the zone from which selection for entry will be made proceed to the Central Air Medical Board at Seafield Park, Fareham, Hants, for a medical examination, normally on the day following their attendance at the Admiralty Interview Board.

11. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate civilian Consultant to the Navy, according to the nature of the disqualification(s). A nominal fee of £1 must accompany an application to appeal; this fee is refunded if the appeal is successful. Accommodation, meals and travelling expenses incurred attending the Appeal Board are not refunded.

### TRAVELLING AND OTHER EXPENSES

12. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd Class rail or bus fares from the candidate's school or normal place of residence in the United Kingdom are refunded in full. Lodging and food are provided free of charge at R.A.F. Biggin Hill, in H.M.S. *Sultan*, and at the Central Air Medical Board where appropriate.

13. Candidates who have to travel long distances within the United Kingdom to attend for the selection procedure, and are obliged to pay for accommodation (or for a sleeping berth on a train or ship), may be refunded reasonable expenses for evening meals, bed and breakfast for each night necessarily spent away from home. The maximum refunds allowed will be notified separately. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses for accommodation and meals can be refunded.

### ACCEPTANCE FOR ENTRY

14. Candidates are normally told by the Admiralty Interview Board shortly after their interview whether they have been recommended for a commission in the Royal Navy. Those who are recommended should not, however, assume that their entry is guaranteed because acceptance depends upon their satisfying the medical standards in Part 4 below and upon them being selected finally by a Committee which sits in the Ministry of Defence. This Final Selection Committee convenes some 6 weeks before each entry to the Britannia Royal Naval College Dartmouth, to consider all recommended candidates and make final selections for the places available from an Admiralty Interview Board Order of Merit and Pilot or Observer

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Aptitude Test results. The results of the Final Selection Committee are notified as soon as possible, and every effort is made to give successful candidates at least one month's notice of their date of entry to Dartmouth. Some applicants not chosen by the Final Selection Committee for a particular entry may be offered the opportunity to have their names carried forward to be considered for a subsequent entry.

## PART 2

## GENERAL CONDITIONS OF ENTRY

### AGE LIMITS

15. Candidates must be at least 17 but under 26 years of age on the date of entry.

16. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a Statutory Declaration by a parent or guardian before a Magistrate) giving the exact date of birth.

### NATIONALITY

17. To be eligible a candidate must:

(*a*) at all times since birth have been a British subject or a Citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British Subjects or Citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Applications for entry from such applicants should be accompanied by the following documents:

(1) Naturalisation Certificate or evidence of naturalisation
(2) Parents' birth and marriage certificates
(3) Candidate's and parents' passports.

18. Candidates who are Citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British Nationality (in order to be issued with a British passport). Application for British Nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

### RESIDENTIAL QUALIFICATION

19. Candidates who are not of United Kingdm origin should have resided in the United Kingdom for at least 5 years immediately preceding their application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

### PROBATIONARY PERIOD AND WITHDRAWAL FROM THE SERVICE

20. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if an officer:

(*a*) fails to reach a satisfactory standard during his studies or in training; or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a Naval officer.

21. Aircrew officers to whom a naval career ceases to appeal are normally allowed to withdraw from training subject to the conditions in paragraphs 24 and 25 below at any time up to the completion of flying training (some 2 years after entry). Thereafter, officers are not normally allowed to withdraw until they have given a period of effective service of 5 years from the date of the award of the flying badge (at the earliest a total of some 6½ years after entry).

22. This rule is only waived in exceptional circumstances (e.g. compassionate cases).

### UNIFORM

23. (*a*) On entry at the Britannia Royal Naval College, Dartmouth, Naval College Entrants are provided with one uniform suit and a gratuitous issue of a limited number of other items of uniform. On completion of training at Dartmouth they are paid a cash grant to purchase mess dress, and on promotion to Sub-Lieutenant they are provided with the remainder of their initial outfit by means of a further cash grant and gratuitous issues. While serving as Midshipmen, officers receive with their pay a daily allowance for upkeep of their uniform; thereafter uniform upkeep is by means of income-tax relief in place of the daily allowance.

(*b*) Direct Graduate Entrants receive a single cash grant on entry to provide themselves with a made-to-measure uniform and are provided with all additional gratuitous items at Dartmouth. From the date of entry they qualify for Income Tax relief for the upkeep of their uniform.

24. It is a condition of entry that an officer whose appointment is terminated compulsorily before he has completed 2 years service will be required to return his principal items of free issue uniform, charges being raised against the officer (or, if he is under 18, against his parents) for any specific article not returned.

25. In addition, if an officer withdraws voluntarily he is required, at the discretion of the Admiralty Board, to refund the value of the Admiralty Board, to refund the value of the uniform outfits and cash grants (described in paragraph 23 above) issued to him on the following scale:

| | |
|---|---|
| Grants paid and issues made less than one year prior to date of resignation .. .. .. .. | In full |
| Grants paid and issues made more than one year but less than two years before date of resignation .. | two-thirds |
| Grants paid and issues made more than two years but less than three years before date of resignation .. | one-third |
| Grants paid and issues made more than three years before date of resignation .. .. .. .. | Nil |

26. The amount of refund is reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

### BREAK-POINTS

27. Officers on Type B commissions who wish to leave the Service at their 8 or 12 year break-points must give 6 months' notice of their intentions.

## PART 3

## EDUCATIONAL REQUIREMENTS

### NAVAL COLLEGE ENTRY

28. Candidates must forward with their applications original certificates showing that they possess one of the following groups of educational qualifications:

(*a*) Passes in English Language, Mathematics and 3 other subjects, either:
(1) at Ordinary level in the General Certificate of Education, or
(2) at Ordinary Grade (Band C, Range 8/9, or above) in the Scottish Certificate of Education, or

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(3) in the Irish Leaving Certificate (passed at Grade D or above on Ordinary or Honours papers), or

(4) at Grade 1 in the Certificate of Secondary Education.

(*b*) One of the following diplomas or certificates which should be in Science or Technical subjects, and should include Mathematics examined at a standard not less than GCE 'O' levels:

(1) A Higher National Diploma

(2) A Higher National Certificate

(3) A Full Technological Certificate

(4) An Ordinary National Diploma

(5) An Ordinary National Certificate

(6) A Final Technicians Certificate (with a second non-technical subject at 'O' level)

An 'O' level English Language qualification is also required in all cases.

(*c*) An Overseas School Certificate issued by the University of Cambridge Local Examination Syndicate (or the equivalent) showing Credit passes in English, Mathematics and 3 other subjects.

(*d*) Educational qualifications which, in the opinion of the Ministry of Defence, are of equivalent or higher standard than those at sub-paragraph (*a*) (1) above.

29. The subjects which may be offered in addition to the required passes in English Language and Mathematics can be any of the subjects which normally have a place in the school curricula and are recognised by the GCE Examining Boards, except as set out below:

(*a*) Where GCE or equivalent certificates are held in subjects which overlap significantly in content (i.e. Physics and Physics-with-Chemistry), only one of the overlapping subjects may count towards the qualifying standard.

(*b*) Normally only one subject may count from each of the following groups:

(1) Art, Music.

(2) Commercial subjects.

(3) Technical subjects.

(4) Additional Mathematics, Applied Mathematics, Mechanics.

(*c*) Botany and Zoology may be offered as separate subjects. Biology is also an acceptable subject provided it is not offered with either Botany or Zoology.

(*d*) Passes in General Certificate of Education examinations of a recognised Examination Board which are based on a modern or experimental syllabus (such as the School Mathematics Project, the Midlands Mathematical Experiment, the St. Dunstan's Project Mathematics for Education and Industry, the Shropshire Experiment, the Nuffield Project) are acceptable on a subject for subject basis.

With regard to sub-paragraphs (*a*) and (*b*) above, cases of doubt should be referred to the Ministry of Defence, Naval Personnel Division 1, Old Admiralty Building, Whitehall, London SW1A 2BE.

30. If a candidate has passed one of the above examinations, but has not yet received the actual certificate, a certified statement from the Examining Body (but not the Headmaster) that he has been successful and has obtained passes in the required subjects will be accepted.

## DIRECT GRADUATE ENTRY

31. Candidates should possess a United Kingdom degree acceptable to the Ministry of Defence, as well as GCE 'O' level passes (or equivalent) in Mathematics and English Language.

## PART 4

## MEDICAL STANDARDS

32. In general, physical defects of body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection if these defects are of such nature as to render the candidate incapable of performing general duties in the Royal Navy, ashore and afloat, in any part of the world throughout his period of service.

33. An International Vaccination Certificate which has been counter-signed by the Local Medical Officer of Health, must be obtained before entry, showing that the candidate has been vaccinated or re-vaccinated within the last 3 years against Smallpox.

34. The following is a list of defects which may cause rejection:

(*a*) *Poor Physique.* Imperfect development or skeletal deformity either hereditary or acquired

(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting;

(2) abnormal spinal conditions, abnormal locomotion, amputations;

(3) Hallux Valgus, Hallux Rigidus, hammer toes, Pes Uavus, flat feet;

(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity.* Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored. In the case of aircrew, the candidate's weight should not normally exceed 200 lbs (90·7 kg),

(*c*) *Skin Disease,* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System.* Organic disease of the CNS; epilepsy; migraine if recurrent and of sufficient severity to require medical treatment or absence from work, is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids*

(*g*) *Diseases of the Ear, Nose and Throat*

(1) Perforations—an unhealed perforation is a bar to entry.

(2) *Mastoid Operation.* A radical mastoid operation may be acceptable on the advice of a Naval ENT Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.

(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.

(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.

(5) *Tonsillitis.* Apparent enlargement of the tonsils is not a cause for rejection.

(6) *Sinusitis.* Repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

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(*h*) *Disease of the Chest.* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.
(1) *Asthma.* Where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director General (Naval.)

(*j*) *Rheumatic Fever.* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years freedom from recurrence, no prophylaxis having been given.

(*k*) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic ulcer.
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistula or fissure of anus; haemorrhoids.

(*l*) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphillis. Gonorrhoea.
(2) Albuminuria, unless 3 consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Disease and malformations of the kidneys.
(11) Urolithiasis.

(*m*) Allergic Disease, where these form, or are likely to form a serious impediment to the efficient performance of duty.
(1) *Hay Fever.* Mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

*n*) *Metabolic Conditions.* Diseases of the thyroid gland hyperthyroidism, myxoedema.

## VISUAL STANDARDS

35. Spectacles in general are incompatible with aircrew duties and are not permitted except in special circumstances decided by an eye specialist.

| Standard 1 | Better eye | E E 2 3 | Worse eye |
|---|---|---|---|
| Visual acuity to be achieved without correcting lenses | 6/6 N5 | – – | 6/12 N5 |
| Refraction | | | |
| Total hypermetropia | +2·50 sphere | | +3·50 sphere |
| Astigmatism | +0·75 cyl | | +1·00 cyl |
| Myopia | −0·26 sphere or cyl | | −0·75 sphere or cyl |

*Colour Perception* (*CP*)—Standard 1
The correct recognition of coloured lights shown through the small paired apertures on the Martin Lantern at 6 metres (20 feet) distance.

## OTHER QUALIFICATIONS

(*a*) Limits to heterphoria are as follows:
(1) Maddox Rod at 6 metres
Esophoria 6 prism dioptres
Exophoria 6 prism dioptres
Hyperphoria 1 prism dioptre
(2) Maddox Rod at 33 cms
Esophoria 6 prism dioptres
Exophoria 16 prism dioptres
Hyperphoria 1 prism dioptre
(3) Other functions
Recovery on cover test must be rapid
Convergence must be maintained at less than 10 cms.
Stereopsis must be present (WIRT 9)

(*b*) Any abnormality of the eye or visual system—congenital, traumatic or pathological—may be a cause for rejection even though visual function may be within standard limits, and a decision then regarding visual fitness for duty must be made by an Ophthalmologist.

## HEIGHT, WEIGHT AND LEG LENGTH MEASUREMENTS

36. The requirements are as follows:

| | |
|---|---|
| Height (Pilots and Observers only) .. .. | 64 in. minimum (162 cms)<br>78 in. maximum (198 cms) |
| Leg Length (Pilots only) .. .. | 39 in. minimum (99 cms.) |
| Weight not normally more than 200 lbs .. .. | (90·7 kgs) |

(NOTE: Leg Length is measured with the candidate sitting, his buttocks firmly against a wall, and the measurement is taken from the wall to the ball of the heel.)

# PART 5

## TRAINING, PROMOTION AND CAREER PROSPECTS

(This information is for guidance only and does not form part of the Entry Regulations. From time to time, changes may be made in the conditions of service).

## TRAINING

37. Naval College Entrants, who join in the rank of Midshipman, and Direct Graduate Entrants, who join in the rank of Acting Sub-Lieutenant, undergo two terms of General Naval and Air Training at the Britannia Royal Naval College, Dartmouth. The syllabus includes periods of academic training and flying experience in light aircraft. Where, during this flying, a Pilot shows a complete lack of aptitude and is considered to have no chance whatever of qualifying as a Pilot, he is withdrawn from training and his appointment terminated. As an alternative to discharge, such officers may be considered for transfer to Observer, Air Traffic Control or Seaman duties training if they are considered suitable and vacancies exist. On satisfactory completion of General Naval and Air Training, which lasts about 7 months, officers

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proceed to Flying Training and other courses. Subject to satisfactory progress in these courses, officers are awarded the Flying Badge after about another 10 months. The whole sequence of training, concluding with Operational Flying Training, takes about two years.

PROMOTION—NAVAL COLLEGE ENTRY

38. Short Career Commission entrants follow a rank/promotion progression which is not tied to the completion of particular stages of training. The standard rank/promotion progression for Naval College Entrants is as follows (variations to it, which depend upon age on entry, are given in paragraphs 39 and 40 below):

(*a*) Entry in the rank of Midshipman with seniority of the first day of the month of entry (exceptionally, where entry is in the last week of the month, seniority will be the first day of the subsequent month)

(*b*) Promotion to Sub-Lieutenant (Acting or Confirmed) on achieving two years' seniority as Midshipman. The rank of Sub-Lieutenant is held either in the confirmed or acting capacity according to whether an officer has or has not completed Operational Flying Training.

(*c*) Promotion to Lieutenant 5 years after entry. Officers who have earned seniority gains during their training are promoted to Lieutenant correspondingly earlier, between 4 and 5 years after entry.

39. *Variation to the Rank/Promotion Progression for Officers aged between 21 and 22 on entry.* Such officers enter as Midshipmen with a seniority of the first day of the month in which they became 21. They receive their first increment as Midshipmen on achieving one year's seniority in the rank, and are promoted to Sub-Lieutenant (Acting or Confirmed) on achieving the normal two years' seniority in the rank of Midshipman. Promotion to Lieutenant takes place 5 years after entry, although officers who have earned gains of seniority during their training are promoted correspondingly earlier.

40. *Variation to the Rank/Promotion Progression for Officers aged 22 or over on Entry.* Such officers enter as Midshipmen, but because of their age are given one year's seniority in the rank. They are therefore promoted to Acting Sub-Lieutenant after one year, on achieving two years' seniority as Midshipman. (A special rate of pay applies after their third year as Sub-Lieutenant). Promotion to Lieutenant takes place 5 years after entry, although officers who have earned gains of seniority during their training are promoted correspondingly earlier.

PROMOTION—DIRECT GRADUATE ENTRY

41. Graduates enter in the rank of Acting Sub-Lieutenant with one-year's seniority and are confirmed in that rank on completing Operational Flying Training, unless their promotion to Lieutenant occurs before this training has been completed. The basic date for promotion to Lieutenant is two years after entry, but officers who earn seniority gains during their training are promoted to Lieutenant correspondingly earlier, and as a result their actual seniority date is somewhere between one and two years after entry.

CAREER PROSPECTS

42. *Transfer to a Full Career Commission.* There are good opportunities for Short Career Aircrew officers to transfer to a Full Career Commission. Transfers are mainly effected in the 4–8 year zone of service, but officers showing outstanding promise during training have the opportunity to transfer within the 2–3 year zone of service. Officers transferred to a Full Career Commission are promoted to Lieutenant Commander on attaining 8 years' seniority as a Lieutenant, and enjoy prospects of promotion to the rank of Commander and above in competition with other Full Career Commission officers.

43. *Extension of Short Career Commission.* Officers who have completed between 9 and 14 years of service are eligible to apply to extend their commissions to the age of 50. Only a small number of such extensions is granted, and the officers concerned have the prospects of promotion to the rank of Commander. Officers on Type B commissions who are selected to extend their service to age 50 lose the option to leave at the 12 year break-point.

## RATING CANDIDATES FOR AIRCREW DUTIES ON SHORT CAREER COMMISSIONS

1. Naval Ratings and R.M. Other Ranks who are within the prescribed age limits and have the necessary qualifications may apply for aircrew duties under the terms of the foregoing entry regulations.

2. It is the responsibility of Divisional Officers to inform likely candidates of their eligibility, and to encourage them to obtain any qualifications which they lack in good time to undergo selection procedure and start commissioned service before their 26th birthday.

3. Naval Ratings and R.M. Other Ranks appointed as Naval Air Cadets may remain on their existing rate of pay, plus 50p a day, so long as this is to their advantage.

RECOMMENDATION

4. Ratings and Other Ranks who consider they have a good chance of selection should apply to their Commanding Officers, who, if the applicant can be recommended, should forward his name to the Ministry of Defence (Naval Personnel Division I), together with completed C.W. Form 1 and C.W. Form 1a (copy to D.O.D.P.A.R. for Royal Marines and to appropriate drafting authority for Ratings).

5. The medical examination for aircrew is of very high standard, and the flying aptitude assessment and Selection Board will severely test the potentialities of those who apply. It is important that applicants' names should not be forwarded to the Ministry unless Commanding Officers are able to recommend the applicants as showing genuine promise of making satisfactory officers. Applicants serving abroad should not be recommended unless they have, as far as is practicable with local resources, been passed medically fit for flying duties.

APPLICATIONS

6. Application forms and copies of regulations will be sent through the usual channels to recommended candidates, who, in returning completed application forms should state their preference Helicopter Pilot or Helicopter Observer. As with civilian candidates, these preferences will be taken into account; however, the acceptance of a candidate, and his allocation to aircrew duties, will be at the discretion of the Ministry of Defence and subject to the number of vacancies available.

7. Application forms completed by ratings and other ranks require:

(*a*) Evidence of date of birth. A formal birth certificate need not be forwarded with the application provided the date of birth inserted

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by the rating or other rank on the formal application is endorsed "verified" by the ship's officer or unit officer concerned.

(*b*) Evidence of educational standard. Certificates showing that the candidate has obtained one of the educational qualifications prescribed in the entry regulations are to be forwarded to the Ministry of Defence with the application form. They will be returned as soon as possible.

(*c*) Evidence of parental consent to undergo flying training. This is required only in those cases where the applicant is under 18 years of age. It should be in the following terms, but need not appear on the actual form of application provided it is forwarded to the Ministry of Defence with the application:—

"I hereby give my consent to my son/ward undergoing flying training in the event of his being accepted for a Short Career Commission in the Royal Navy for flying duties."

The collection of this evidence and, in the case of minors, of the parental consent, will take time, especially when ratings or other ranks are serving outside the United Kingdom. Applicants should be advised to save time and help themselves by collecting the various documents in advance so as to be in a position, when application forms are issued, to complete and return the form as quickly as possible.

SELECTION PROCEDURE—DRAFTING OF CANDIDATES FOR SELECTION TESTS AND INTERVIEW

8. Candidates whose applications are accepted by the Ministry of Defence will undergo the selection procedure as described in paragraphs 2 and 3 of Part 1 of the foregoing entry regulations.

9. The dates when candidates will be required at the R.A.F. Station, Biggin Hill, and at Gosport, will be communicated by the Ministry of Defence to the authorities concerned.

10. In cases of candidates serving abroad, as much notice will be given as possible in order that arrangements may be made for them to be drafted to their depots or R.M. barracks in time to undergo selection tests. Commodores of the respective depots or Commanding Officers of R.M. barracks are requested to inform the Ministry of Defence by signal immediately such candidates arrive in order that instructions may be issued for them.

11. The special attention of all authorities is drawn to the following points:—

(*a*) Railway Warrants: Candidates going to flying aptitude tests should be issued with single railway warrants to cover their journey from the originating ship or establishment to Biggin Hill; all other warrants necessary will be issued by the Ministry of Defence. Candidates not attending flying aptitude tests, who are required to undergo the remainder of the selection procedure, must be issued with railway warrants covering their journey to Portsmouth Harbour and their return journey to their originating ship or establishment.

(*b*) Service Documents: Service certificates with enclosures are to accompany the men when they go to Gosport. Form S.264, prepared specifically for the candidate's appearance before the Interview Board, completed to the date of leaving the ship or establishment and countersigned by the Commanding Officer, should accompany each Service candidate.

12. Candidates who fail to pass flying aptitude tests or medical examination will return to their present duties, or to depot or R.M. barracks if from abroad.

13. Candidates who complete the full selection procedure will return to their present duties, or to depot or R.M. barracks if from abroad, to await results.

14. Ex-ratings and R.M. Other Ranks who fail during flying training may, if they wish, return to their former rating branch in lieu of release from the Service, but they cannot subsequently be considered again for a Short Career Aircrew commission.

FORMER COMMISSIONED SERVICE OF CANDIDATES ENTERED AS SHORT CAREER AIRCREW

Rank and seniority may be allowed for previous commissioned service as shown below.

(*a*) *Ex-R.A.F. Aircrew Officers (fully trained)*

To be allowed their rank and seniority on the Active List of the R.A.F. towards their rank and seniority on appointment to the Royal Navy as follows:—

| | |
|---|---|
| Flight-Lieutenant entered as Lieutenant R.N.<br>Flying Officer entered as Sub-Lieutenant, R.N.<br>Pilot Officer entered as Acting Sub-Lieutenant, R.N. | Seniority will in general be from date of entry but antedates may be allowed. |

(*b*) *Ex-R.A.F. Aircrew Officers (partly trained)*

Partly trained ex-R.A.F. Aircrew Officers, such as those who have completed basic flying training but have failed at the stage of Advanced flying training, who are accepted to train as Helicopter Specialist Pilot, to be given the rank of Midshipman or Acting Sub-Lieutenant on entry, according to age, with seniority of date of entry.

(*c*) *Ex-Short Service Aircrew Officers, R.N.*

Allowed the rank and seniority held at the time of completion of Short Service commission adjusted by time spent out of the Service.

(*d*) *Former Service in the R.N., R.N.V.R., R.N.R. other than Aircrew*

Rank and seniority held during full-time R.N., R.N.V.R. or R.N.R. service allowed where the training or experience acquired during that service is considered of value during aircrew training. R.N.R. Officers aged 21 or over who have completed P Courses will not normally be required to undergo General Naval and Air Training on entering the Royal Navy.

ROYAL NAVAL FLYING SCHOLARSHIP SCHEME

The aim of the Royal Naval Flying Scholarship scheme is to foster interest in Naval Aviation and a career in the Fleet Air Arm. Recipients of awards under this scheme, however, are under no obligation to join the Royal Navy.

This scheme provides a course of flying training on light aircraft for selected members of the combined Cadet Force (R.N. and Army Sections only), the Sea Cadet Corps and Ministry of Defence approved Sea Scout Troops. Training is given at selected Civilian Flying Clubs.

Candidates for Flying Scholarships will be assessed for pilot aptitude and personal qualities and will be medically examined. All applicants who pass these tests are then considered to be in the zone for the award of a R.N. Flying Scholarship. The final selection of candidates, and the actual award of the Flying Scholarships available annually are made by Admiral Commanding Reserves.

Full details and application forms are obtainable from:—Admiral Commanding Reserves and Director General of Naval Recruiting (R.N. Flying Scholarships), Ministry of Defence, Old War Office Building, Whitehall, London, SW1A 2BE.

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# ROYAL NAVY—NAVAL COLLEGE ENTRY ENGINEERING (MECHANICAL AND ELECTRICAL) SPECIALISATION SHORT CAREER COMMISSIONS

## INTRODUCTION

1. A Short Career Commission in the Royal Navy caters for the young man who wishes to serve as an officer for a limited period, or who may prefer initially to join on a short service basis before deciding whether he wishes to commit himself to a Full Career Commission should he be offered one.

2. In the Engineering (Mechanical or Electrical) specialisation the short career Naval College Entry (NCE) Scheme offers a commission to age 38, or for 16 years from the date of entry, whichever is the later. On satisfactory completion of such a period, officers will be eligible for the award of a Terminal Grant and Retired Pay.

3. All officers have the chance to be selected for transfer to a Full Career Commission, or to have their Short Career Commissions extended to a Permanent Commission for service to the age of 50.

4. All NCEs in the Engineering specialisation read for a degree (Honours or Ordinary) in Mechanical or Electrical Engineering at the Royal Naval Engineering College, Manadon. They start their degree studies at the beginning of the academic year 12 months after entry. Their first year in the Royal Navy is spent doing General Naval Training at the Britannia Royal Naval College, Dartmouth, and at sea.

5. Officers are asked to state shortly after entry whether their preference is to study Mechanical or Electrical Engineering at Manadon. Although every effort is made to permit candidates to study the subject of their choice, the final decision in each case depends upon Service requirements.

6. Engineering Officers in the Royal Navy subspecialise in the following:

Marine Engineering
Weapon and Electrical Engineering
Marine Engineering (Submarines)
Weapon and Electrical Engineering (Submarines)
Air Engineering (Mechanical)
Air Engineering (Electrical)

The choice of sub-specialisation is made during the third year of the degree course, but once again, although officers are allowed to enter the sub-specialisation of their choice whenever possible, it is sometimes necessary for them to be allocated to a different subspecialisation in order to meet Service requirements.

7. To be considered for Naval College Entry on a Short Career Commission, candidates must successfully undertake the selection procedure, meet certain medical standards and hold, or be in the process of obtaining, the necessary educational qualifications.

8. The Regulations governing entry are detailed as follows:

Part 1. Method of Selection and Acceptance for Entry
Part 2. General Conditions of Entry
Part 3. Educational Requirements
Part 4. Medical Standards

Part 5 gives information about Training, Promotion and Career Prospects, but does not form part of the Regulations.

## PART 1

## METHOD OF SELECTION AND ACCEPTANCE FOR ENTRY

### APPLICATIONS

9. The Application Form should be completed and returned, together with birth and educational certificates, to Naval Personnel Division 1, Old Admiralty Building, Whitehall, London SW1A 2BE. Applications should be forwarded not later than 1 June for entry in September, although candidates are encouraged to apply at any time up to a year before the desired date of entry. Any candidate who has not received an acknowledgement of his application within 10 complete days should write at once to the above address.

### INTERVIEW

10. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the Presidency of a Flag Officer (or Captain R.N.) assisted by other Naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports, and the results of tests of intelligence, aptitude and personality conducted during the selection procedure. Candidates attend the Admiralty Interview Board for 1½ days.

11. Candidates are normally told by the Admiralty Interview Board within 2 or 3 days whether they have been recommended for Naval College Entry Those who are recommended should not, however, assume that their entry to the Royal Navy is guaranteed because the final selection is made in the Ministry of Defence.

12. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum of 12 months.

### MEDICAL EXAMINATION

13. Candidates who are recommended for entry by the Admiralty Interview Board are generally called about 2 weeks later for a medical examination by the Naval Medical Board, Empress State Building, Lillie Road, London SW6 TR1. For candidates who have to travel long distances, every effort is made to arrange the medical examination on the day following their interview.

14. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civilian Consultant to the Navy, according to the nature of the disqualification(s). A nominal fee of £1 must accompany an application to appeal; this fee is refunded if the appeal is successful. Accommodation, meals and travelling expenses incurred attending an Appeal Board are not refunded.

### TRAVELLING AND OTHER EXPENSES

15. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd Class rail or bus fares from a candidate's school or normal place of residence in the United Kingdom are refunded in full. Lodging and food are provided free of charge in H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

16. Candidates who have to travel long distances within the United Kingdom to reach the Interview or Medical Board, and are obliged to pay for accommodation (or for a sleeping berth on a train or ship), may be refunded reasonable expenses for evening meals, bed and breakfast, for each night necessarily spent away from home. The maximum refunds allowed will be notified separately. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses for accommodation and meals can be refunded.

### ACCEPTANCE FOR ENTRY

17. Candidates are normally told by the Admiralty

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Interview Board shortly after their interview whether they have been recommended for a commission in the Royal Navy. Those who are recommended should not, however, assume that their entry is guaranteed because the final acceptance rests with the Ministry of Defence: candidates who satisfy the educational requirements and medical standards given in Parts 3 and 4 below are placed in an Admiralty Interview Board Order of Merit from which the selections for the available places are made. When the number of vacancies is small, the final selections may not be made until all candidates have been interviewed, although candidates who are selected will be given at least a full month's notice of their entry date in September.

## PART 2

## GENERAL CONDITIONS OF ENTRY

### AGE LIMITS

18. Candidates for Naval College Entry on a Short Career Commission in the Engineering specialisation must be at least 17, but under 26, years of age on entry.

19. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a Statutory Declaration by a parent or guardian before a Magistrate) giving exact date of birth.

### NATIONALITY

20. To be eligible, candidates must:

(*a*) at all times since birth have been a British Subject or a Citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British Subjects or Citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Applications for entry from such applicants should be accompanied by the following documents:

(*a*) Naturalisation Certificate or evidence of Naturalisation;
(*b*) Parent's birth and marriage certificates;
(*c*) Candidate's and parents' passports.

21. Candidates who are Citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British Nationality (in order to be issued with a British Passport). Application for British Nationality will in no way affect a candidate's Citizenship of the Republic of Ireland.

### RESIDENTIAL QUALIFICATION

22. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding their application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

### PROBATIONARY PERIOD AND WITHDRAWAL FROM THE SERVICE

23. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if an officer:

(*a*) fails to reach a satisfactory standard during his studies or in training; or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a Naval officer.

24. Short Career Commission NCE officers in the Engineering specialisation to whom a naval career ceases to appeal are normally allowed to withdraw from training, subject to the conditions in paragraphs 25, 27 and 28 below, at any time up to the completion of the second year of the degree course at the Royal Naval Engineering College, Manadon. Thereafter, officers are not normally allowed to withdraw until they have given a period of effective service in complement billets of 5 years from the completion of engineering training (i.e. a total of some 11 years after entry).

25. Any NCE officer who gains a degree at the Navy's expense and is allowed to withdraw without giving a period of effective return of service will be required to make a payment equivalent to the Education grant received by a University Cadetship Entrant for a similar period of sponsored studies. This repayment will be required if an officer has graduated, or has sat his final degree examinations before withdrawal (even though his application to withdraw may have been made prior to these examinations) if, in the event, he obtains his degree.

### UNIFORM

26. On entry at the Britannia Royal Naval College, Dartmouth, officers are provided with one uniform suit and a gratuitous issue of a limited number of other items of uniform; on completion of initial training at Dartmouth they are paid a cash grant to purchase mess dress, and on promotion to Sub-Lieutenant they are provided with the remainder of their initial outfit by means of a further cash grant and gratuitous issues. While serving as Midshipmen, officers receive with their pay a daily allowance for upkeep of their uniform; thereafter, uniform upkeep is by means of Income Tax relief in place of the daily allowance.

27. It is a condition of entry that an officer whose appointment is terminated compulsorily before he has completed 2 years' service will be required to return his principal items of free issue uniform, charges being raised against the officer (or, if he is under 18 years, against his parent or guardian) for any specific article not returned.

28. In addition, if an officer withdraws voluntarily, he is required, at the discretion of the Admiralty Board, to refund the value of the gratuitous uniform outfits and cash grants (as described in paragraph 26 above) on the following scale:

| | |
|---|---|
| Grants paid and issues made less than 1 year before date of resignation .. .. .. .. | In full |
| Grants paid and issues made more than 1 year but less than 2 years before date of resignation .. | Two-thirds |
| Grants paid and issues made more than 2 years but less than 3 years before date of resignation .. | One-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. | Nil |

29. The amount of refund is reduced by the value of any Kit Deficiency Certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

## PART 3

## EDUCATIONAL REQUIREMENTS

30. The minimum academic qualifications required for Naval College Entry to the Royal Navy on a Short Career Commission in the Engineering specialisation are given below.

31. Candidates should possess, or be within one academic year of obtaining, these qualifications when their applications are forwarded.

32. Actual certificates showing the results of examinations already taken should be forwarded

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with Application Forms. Examination results received after the despatch of the Application Form should also be forwarded to the Ministry of Defence, Naval Personnel Division 1, Old Admiralty Building, Whitehall, London SW1A 2BE.

33. Academic qualifications other than those given below may be accepted if in the opinion of the Ministry of Defence, they are of an equivalent or higher standard. If any doubt exists as to the acceptability of any subject or combination of subjects, Naval Personnel Division 1 should be consulted.

34. Passes at Grade 1 of the Certificate of Secondary Education will be accepted in lieu of Ordinary level passes in the General Certificate of Education on a subject for subject basis.

35. A Table of Acceptable Subjects follows paragraph 39 below.

36. General Certificate of Education—England, Wales, Northern Ireland:

Passes in 5 acceptable subjects including:
English Language at Ordinary Level
Mathematics (Pure and Applied) at Advanced level
Physics (or JMB Engineering Science or Physical Science) at Advanced level

37. Candidates from Scottish Schools may qualify *either* by:

(*a*) General Certificate of Education Passes as in paragraph above; *OR*

(*b*) Mathematics (including Paper III Mechanics) Certificate of Sixth Year Studies
Physics Certificate of Sixth Year Studies
Higher Grade Chemistry
Another Higher or Ordinary Grade acceptable subject.

*Note*: In schools not offering GCE 'A' levels or the Certificate of Sixth Year Studies, the following qualifications will be accepted in lieu:
Higher Grade Mathematics—Grade B Pass
Higher Grade Physics—Grade B Pass, or
Higher Grade Engineering (Grade B Pass) plus
Ordinary Grade Physics
Higher Grade Chemistry
Higher or Ordinary Grade English
Another Higher or Ordinary Grade acceptable subject.
*together with* a Headmaster's certificate showing that the candidate has studied Mathematics (including Mechanics) and Physics for a full year after gaining the SCE Higher Grade qualifications to a standard and coverage equivalent to that of GCE 'A' level or the Certificate of Sixth Year Studies. Candidates proposing to qualify with such a Headmaster's certificate are strongly recommended to consult Naval Personnel Division 1 after obtaining their Highers.

38. SCE Ordinary Grade subjects must be passed at Band C (Range 8/9) or above.

39. Ordinary National Certificate Diploma.
An Ordinary National Certificate in subjects appropriate to further Electrical or Mechanical specialisation, showing at least a credit in 4 subjects and including distinction or near distinction in Mathematics. A pass at Ordinary level in English Language in the General Certificate of Education is also required.

## TABLE OF ACCEPTABLE SUBJECTS

At 'O' and 'A' Level of the GCE; at 'O' and 'H' Grade of the SCE; in the Certificate of Sixth Year Studies.
Mathematics (see Note 3)
Applied Mathematics/Mechanics (see Note 3)
Physics
Chemistry
Engineering Science } (see Note 2)
Combined Science }
Engineering (in Scotland)
Biology (does not count as separate subject if offered with Botany or Zoology)
Botany
Zoology
Geology
English Literature
History
Geography
Logic
Latin
Greek
Approved Modern Languages
Sociology
Economics
Politics
British Constitution
General Principles of English Law

*At 'O' Level of the GCE; at 'O' Grade of SCE*
English Language/Use of English
Additional Mathematics (see Note 3)
Statistics
Physics-with-Chemistry, or other combined Science subject (see Note 2)
Elementary Aeronautics
Surveying
Navigation
Astronomy
Seamanship
General Classics
Religious Knowledge
General Studies ('A' level subject acceptable at 'O' level only)
General Paper/Modern Studies (Scotland)
Commerce
Principle of Accounts
Geometrical/Technical Drawing
Art

*Notes*:

(1) *Overlapping Subjects*
Where GCE or equivalent certificates are held in subjects which overlap significantly in content, only one of the overlapping subjects may count towards the qualifying standard. Examples of overlapping subjects are:
Physics and Physics-with-Chemistry
Variants of History—e.g. European History and Economic History
General Classics and either Latin or Greek
'A' and 'O' levels in the same form of Mathematics
Variants of Religious Knowledge, Navigation, Seamanship, Economics, British Constitution.

(2) *Science Subjects*
(*a*) Environmental Science is not an acceptable qualifying Physics subject but may be offered as an *additional* 'O' level with One of Physics. Chemistry or Biology but not with any other subject containing two or more Sciences. Of 'A' levels in Engineering Science or Engineering, only JMB Engineering Science is acceptable as an alternative to Physics 'A' level. JMB Eng Science and Physics may not therefore be offered as separate 'A' level subjects. Oxford Board Engineering or AEB Engineering Science may, however, be offered additionally to Physics at 'A' level.
(*b*) Physical Science 'A' level satisfies the requirement in Physics and Chemistry for Engineering specialisation, but can count as only one subject.
(*c*) For project schemes and 'multiple' Science subjects, acceptance of passes in special 'A' level examinations is subject to assessment of the syllabuses and papers concerned. In all cases the normal rules regarding acceptable and overlapping subjects apply.

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(3) *Mathematical Subjects*

(*a*) *At 'O' level.* All candidates must offer the normal 'O' level subject of their GCE Board in Mathematics, Pure Mathematics or General Mathematics.

(*b*) *At 'AO' or 'O' level.* Additional Mathematics may only also be offered as a qualifying subject when the optional papers chosen cover a syllabus substantially different from the normal Mathematics 'O' level taken and when the two Mathematics subjects together contain an adequate element of Applied Mathematics/ Mechanics.

(*c*) *At 'A' level.* The Ministry of Defence generally accepts the regulations of the GCE Boards regarding appropriate papers to be taken in Mathematics as a single 'A' level subject and those to be taken in Pure Mathematics and Applied Mathematics (OR Mathematics and Further Mathematics) as two separate 'A' level subjects.

(*d*) A knowledge of Statistics is recognised to be of value but where Statistics is an option alternative to Mechanics, Engineer candidates must be expected to take the Mechanics option.

(*e*) *Number of subjects to count.* Not more than two mathematics subjects at any level may count towards the requirements.

*Modern or Experimental Syllabus*

(*f*) Passes at Ordinary and Advanced Levels in a GCE examination of a recognised examining board and which are based on a modern or experimental syllabus are acceptable (e.g. The School of Mathematics Project, Midlands Mathematical Experiment, St Dunstan's Project, Mathematics for Education and Industry Project, Shropshire Experiment, Nuffield Project).

(*g*) For the Engineering specialisation, an SMP 'A' level in Mathematics OR Further Mathematics satisfies the requirements in Mathematics, both Pure and Applied, and Nuffield Physical Science 'A' level is acceptable as a qualification in both Physics and Chemistry. For other project schemes, acceptance of passes in special 'A' level examinations is subject to assessment of the syllabus and papers concerned. In all cases the normal rules regarding acceptable and overlapping subjects apply.

(4) *General*

With many Regional and National Examination Boards it is not feasible to produce an absolutely comprehensive list of Acceptable Subjects and, if any doubt exists as to the acceptability of any subject or combination of subjects, Naval Personnel Division 1 should be consulted.

## PART 4
## MEDICAL STANDARDS

40. In general, physical defects of body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection if these defects are of such a nature as to render the candidate incapable of performing general duties in the Royal Navy, ashore, and afloat, in any part of the world throughout his period of service.

41. An International Vaccination Certificate which has been counter-signed by the Local Medical Officer of Health, must be obtained before entry, showing that the candidate has been vaccinated or re-vaccinated within the last 3 years against Smallpox.

42. The following is a list of defects which may cause rejection:

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.
(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
(2) abnormal spinal conditions, abnormal locomotion, amputations.
(3) Hallux Valgus, Hallux Rigidus, Hammer Toes, Pes Cavus, Flat Feet.
(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity.* Providing that the candidate's cardio-vascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System.* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids.*

(*g*) *Diseases of the Ear, Nose and Throat*
(1) *Perforations*—an unhealed perforation is a bar to entry.
(2) *Mastoid Operation.* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval ENT Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.
(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest.* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.
(1) *Asthma* where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent doctus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director-General (Naval).

(*j*) *Rheumatic Fever.* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:—
(1) there has been anti-streptococcal anti-

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biotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years freedom from recurrence, no prophylaxis having been given.
(3) the candidate is over age 25 and has been 3 years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels.*
(1) Peptic Ulcer.
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistual or fissure of anus; Haemorrhoids.

(*l*) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless 3 consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Variocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Disease and malformations of the kidneys.
(11) Urolithiasis.

(*m*) *Allergic Diseases* where these form, or are likely to form a serious impediment to the efficient performance of duty.
(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*n*) *Metabolic Conditions* diseases of the thyroid gland hyperthyroidism, myxoedema.

VISUAL STANDARDS

43. Distance and reading glasses are permitted at all times.

VISUAL ACUITY

| Standard 2 | Better Eye | Worse Eye |
|---|---|---|
| Visual acuity to be achieved with or without correcting lenses | either 6/6 N5 or 6/9 N5 or 6/12 N5 | 6/24 N10 6/18 N10 6/12 N10 |
| Refraction Limit Spectacle correction | ±5·00 sph or cyl | ±5·00 sph or cyl |

COLOUR PERCEPTION—*Standard 4*

The correct recognition of colours used in relevant trade situations, and assessed by simple tests with coloured wires, resistors, stationery tabs etc.

OTHER QUALIFICATIONS

(*a*) Abnormality of the eye or visual system (congenital, traumatic or pathological) may be cause for rejection even though visual function may be within the standard limits.

(*b*) Binocular efficiency. Bifoveal fixation and perfect binocular functions are not an essential requirement but a squint must be cosmetically acceptable. Limits to heterophoria are 6 prism dioptres of esophoria and exophoria and 1 prism dioptre of hyperphoria.

## PART 5

## TRAINING, PROMOTION AND CAREER PROSPECTS

(This information is for guidance only and does not form part of the Entry Regulations. From time to time changes may be made in the conditions of service.)

TRAINING

44. Short Career Comission Naval College Entrants to the Engineering specialisation are given two terms of General Naval Training at the Britannia Royal Naval College, Dartmouth, and in the Dartmouth Training Ship. They then go to the Fleet and spend the time until they start their degree studies at the Royal Naval Engineering College, Manadon, in September, working for their Fleet Board.

45. On leaving Manadon with their degrees, officers return to the Fleet to complete the preparation for their Fleet Board, which is normally taken in December. After the Fleet Board they remain at sea working in their own Departments until they start Application Courses. These courses are followed by appointment to a complement billet for their first job.

PROMOTION

46. Short Career Commission officers follow a rank/promotion progression which is not tied to the completion of particular stages of training. The standard rank/promotion progression for NCE officers is as follows (variations to it, which depend upon age on entry, are given in paragraphs 47 and 48 below):

(*a*) Entry in the rank of Midshipman with seniority of the first day of the month of entry (exceptionally, where entry is in the last week of a month, seniority will be the first day of the subsequent month);
(*b*) Promotion to Sub-Lieutenant (Acting or Confirmed) on achieving 2 years' seniority as Midshipman. The rank of Sub-Lieutenant is held either in the Confirmed or Acting capacity according to whether an officer has or has not passed his Fleet Board examination;
(*c*) Promotion to Lieutenant 5 years after entry. Officers who have earned seniority gains during their training are promoted to Lieutenant correspondingly earlier, between 4 and 5 years after entry.

47. *Variation to the rank/promotion progression of officers aged between 21 and 22 on entry.* Such officers enter as Midshipmen with seniority of the first day of the month on which they became 21. They receive their first increment as Midshipmen on achieving one year's seniority in the rank, and are promoted to Sub-Lieutenant (Acting or Confirmed) on achieving the normal 2 years' seniority in the rank of Midshipman. Promotion to Lieutenant takes place 5 years after entry although officers who have earned seniority gains are promoted correspondingly earlier.

48. *Variation to the rank/promotion progression for officers aged 22 or over on entry.* Such officers enter as Midshipmen, but because of their age are given one year's seniority in the rank. They are therefore promoted to Acting Sub-Lieutenant after one year on achieving 2 years' seniority as Midshipman. (A special rate of pay applies after their third year as Sub-Lieutenant.) Promotion to Lieutenant takes place 5 years after entry, although officers who have earned seniority gains during training are promoted correspondingly earlier.

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CAREER PROSPECTS

49. Short Career Commission officers in the Engineering specialisation are considered for promotion to Lieutenant Commander in a zone of 8 to 12 years seniority as Lieutenant.

50. Extension of Short Career Commission: Officers may apply at any time after completing 18 months' service in complement billets to have their Short Career Commissions extended to a Permanent Commission for service to the age of 50. Only a small number of such extensions is granted, and the officers concerned have prospects of promotion to the rank of Commander in a zone of 8 to 14 years seniority as Lieutenant Commander.

51. Transfer to a Full Career Commission: Officers may apply at any time after completing 18 months' service in complement billets for transfer to a Full Career Commission. Such transfer is normally restricted to officers under the age of 29. Officers transferred to a Full Career Commission are promoted to Lieutenant Commander on attaining 8 years' seniority as a Lieutenant. They also enjoy better promotion prospects to the rank of Commander and above in competition with other Full Career Commission officers.

## ROYAL NAVY—NAVAL COLLEGE ENTRY SEAMAN SPECIALISATION SHORT CAREER COMMISSIONS

INTRODUCTION

1. A Short Career Commission in the Royal Navy caters for the young man who wishes to serve as an officer for a limited period, or who may prefer initially to join on a short service basis before deciding whether he wishes to commit himself to a Full Career Commission should he be offered one.

2. In the Seaman specialisation, the Short Career Naval College Entry (NCE) Scheme offers a 10-year commission with an option to leave on completion of 5 years' service. A gratuity is payable on successful completion of either period. In both cases the period of active service is followed by 4 years on the Emergency List, during which officers are liable for service only in time of war or other national emergency. Officers have the opportunity to be selected for transfer to a pensionable commission which will allow them to serve to age 38 or for 16 years, whichever is later. They may also apply to extend their service to age 50.

3. All officers have the chance to be selected for transfer to a Full Career Commission.

4. In the main, Short Career Commission NCEs are employed on general Seaman duties in all classes of ship and some may be selected to sub-specialise in Submarines, Aircraft Control, Mine Countermeasures and Clearance Diving, and Hydrography.

5. To be considered for entry on a Short Career Commission candidates must successfully undertake the selection procedure, meet certain medical standards and hold the necessary educational qualifications. Successful candidates join the Britannia Royal Naval College, Dartmouth, in January and May.

6. The Regulations governing entry are detailed as follows:

Part 1. Method of Selection and Acceptance for Entry.
Part 2. General Conditions of Entry
Part 3. Educational Requirements.
Part 4. Medical Standards.

Part 5 gives information about Training, Promotion and Career Prospects, but does not form part of the Regulations.

PART 1

METHOD OF SELECTION AND ACCEPTANCE FOR ENTRY

APPLICATIONS

7. The Application Form should be completed and returned, together with birth and educational certificates, to the Director of Naval Recruiting (Officer Entry Section), Old Admiralty Building, Spring Gardens, London SW1A 2BE. Applications should be forwarded by the end of October for entry in January and by the end of February for entry in May. Any candidate who has not received an acknowledgement of his application within 10 complete days should write at once to the above address.

INTERVIEW

8. All candidates attend the Admiralty Interview Board in H.M.S. *Sultan*, Gosport, Hampshire, which is under the Presidency of a Flag Officer (or Captain R.N.), assisted by other Naval and civilian members. The Board takes account of academic attainments, Headmasters' or Tutors' reports, and the results of tests of intelligence, aptitude and personality conducted during the selection procedure. Candidates attend the Admiralty Interview Board for 1½ days.

9. Unsuccessful candidates may appear before the Admiralty Interview Board for a further attempt after a minimum of 12 months.

MEDICAL EXAMINATION

10. Candidates who are recommended for entry by the Admiralty Interview Board are generally called about a week later for a medical examination by the Naval Medical Board, Empress State Building, Lillie Road, London SW6 TR1. For candidates who have to travel long distances, every effort is made to arrange the medical examination on the day following their interview.

11. Candidates who are below the physical and/or visual standards are informed as soon as possible so that they may appeal, if they wish, to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civilian Consultant to the Navy, according to the nature of the disqualification(s). A nominal fee of £1 must accompany an application to appeal; this fee is refunded if the appeal is successful. Accommodation, meals and travelling expenses incurred attending an Appeal Board are not refunded.

TRAVELLING AND OTHER EXPENSES

12. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend the selection tests or medical examination, 2nd Class rail or bus fares from a candidate's school or normal place of residence in the United Kingdom are refunded in full. Lodging and food are provided free of charge in H.M.S. *Sultan*, and a light meal is provided at the Medical Board where appropriate.

13. Candidates who have to travel long distances within the United Kingdom to reach the Interview or Medical Board, and are obliged to pay for accommodation (or for a sleeping berth on a train or ship), may be refunded reasonable expenses for evening meals, bed and breakfast for each night necessarily spent away from home. The maximum refunds allowed will be notified separately. Claims must be supported by a receipted bill or voucher for each night's

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accommodation. No other expenses for accommodation and meals can be refunded.

ACCEPTANCE FOR ENTRY

14. Candidates are normally told by the Admiralty Interview Board shortly after their interview whether they have been recommended for a commission in the Royal Navy. Those who are recommended should not, however, assume that their entry is guaranteed because the final acceptance rests with the Ministry of Defence: candidates who satisfy the educational requirements and medical standards given in Parts 3 and 4 below are placed in an Admiralty Interview Board Order of Merit from which the selections for the available places are made. When the number of vacancies is small, the final selections may not be made until all candidates have been interviewed. Every effort is made to give those who are selected a full month's notice of their entry date.

## PART 2

## GENERAL CONDITIONS OF ENTRY

AGE LIMITS

15. Candidates for Naval College Entry on a Short Career Commission must be at least 17 but under 23 years of age on entry.

16. A Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a Statutory Declaration by a parent or guardian before a Magistrate) giving exact date of birth.

NATIONALITY

17. To be eligible, candidates must:

(*a*) at all times since birth have been a British Subject or a Citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British Subjects or Citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Applications for entry from such applicants should be accompanied by the following documents:

(*a*) Naturalisation Certificate or evidence of Naturalisation;
(*b*) Parents' birth and marriage certificates;
(*c*) Candidate's and parents' passports.

18. Candidates who are Citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British Nationality (in order to be issued with a British passport). Application for British Nationality will in no way affect a candidate's Citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

19. Candidates who are not of UK origin should have resided in the United Kingdom for at least 5 years immediately preceding their application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

PROBATIONARY PERIOD AND WITHDRAWAL FROM THE SERVICE

20. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserves the right to terminate an appointment at any time if an officer:

(*a*) fails to reach a satisfactory standard during his studies or in training; or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a Naval officer.

21. Officers to whom a naval career ceases to appeal are normally allowed to withdraw from training, subject to the conditions of paragraphs 23 and 24 below, at any time up to the completion of training (some 2 years after entry). Thereafter, officers are not normally allowed to withdraw until they have given a period of effective service of 2½ years from the date of their first appointment after satisfactory completion of training (between a total of 4 and 5 years after entry, depending upon the length of training). This rule is only waived in exceptional circumstances (e.g. compassionate cases).

UNIFORM

22. On entry at the Britannia Royal Naval College, Dartmouth, Short Career Commission NCEs are provided with one uniform suit and a gratuitous issue of a limited number of other items of uniform; on completion of initial training at Dartmouth they are paid a cash grant to purchase mess dress, and on promotion to Sub-Lieutenant they are provided with the remainder of their initial outfit by means of a further cash grant and gratuitous issues. While serving as Midshipmen, officers receive with their pay a daily allowance for upkeep of their uniform; thereafter, uniform upkeep is by means of Income Tax relief in place of the daily allowance.

23. It is a condition of entry that an officer whose appointment is terminated compulsorily before he has completed 2 years' service will be required to return his principal items of free issue uniform, charges being raised against the officer (or, if he is under 18 years of age, against his parents) for any specific article not returned.

24. In addition, if an officer withdraws voluntarily he is required, at the discretion of the Admiralty Board, to refund the value of the gratuitous uniform issues and cash grants (as described in paragraph 22 above) on the following scale:

| | |
|---|---|
| Grants paid and issues made less than one year before date of resignation .. .. .. | In full |
| Grants paid and issues made more than one year but less than two years before date of resignation .. | Two-thirds |
| Grants paid and issues made more than two years but less than three years before date of resignation .. | One-third |
| Grants paid and issues made more than three years before date of resignation .. .. .. | Nil |

25. The amount of refund is reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

5 YEAR BREAK-POINT

26. Officers who wish to leave the Service at their 5 year break-point must give 6 months' notice of their intentions.

## PART 3

## EDUCATIONAL REQUIREMENTS

27. All candidates must forward with their applications actual certificates showing that they possess one of the following groups of educational qualifications:

(*a*) Passes in English Language, Mathematics and 3 other subjects either
  (1) at Ordinary level of the Cenoral Certificate of Education; or
  (2) at Ordinary Grade (Band C, Range 8/9, or above) in the Scottish Certificate of Education; or

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(3) in the Irish Leaving Certificate (Passed at Grade D or above on Ordinary or Honours papers); or
(4) at Grade 1 in the Certificate of Secondary Education.

(*b*) An Overseas School Leaving Certificate issued by the University of Cambridge Local Examination Syndicate (or the equivalent) showing Credit passes in English, Mathematics and 3 other subjects.

(*c*) Educational qualifications which, in the opinion of the Ministry of Defence, are of equivalent or higher standard than those at sub-paragraph (*a*) (1) above.

28. Subjects which may be offered in addition to the required passes in English Language and Mathematics can be any of the subjects which normally have a place in school curricula and are recognised by the GCE Examining Boards, except as set out below:

(*a*) Where GCE or equivalent certificates are held in subjects which overlap significantly in content (e.g. Physics and Physics-with-Chemistry), only one of the overlapping subjects may count towards the qualifying standard.

(*b*) Normally only one subject may count from within each of the following groups:
(1) Art or Music
(2) Commercial subjects
(3) Technical subjects
(4) Additional Mathematics, Applied Mathematics, Mechanics.

(*c*) Botany and Zoology may be offered as separate subjects. Biology is also an acceptable subject, provided it is not offered with either Botany or Zoology.

(*d*) Passes in a General Certificate of Education examination of a recognised Examining Board which are based on a modern or experimental syllabus (such as the School Mathematics Project, the Midlands Mathematical Experiment, the St. Dunstan's Project, the Mathematics for Education and Industry Project, the Shropshire Experiment, the Nuffield Project) are acceptable on a subject for subject basis.

29. In all cases where doubt exists about a candidate's qualification for Naval College Entry for a Short Career Commission, Naval Personnel Division 1, Old Admiralty Building, Whitehall, London SW1A 2BE, should be consulted.

30. If a candidate has passed one of the above examinations but has not yet received the actual certificate, a certified statement from the Examining Body (but not the Headmaster) that he has been successful and has obtained passes in the required subjects, or the advance results slip, will be accepted.

## PART 4
## MEDICAL STANDARDS

31. In general, physical defects of body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection if these defects are of such a nature as to render the candidate incapable of performing general duties in the Royal Navy, ashore and afloat, in any part of the world throughout his period of Service.

32. An International Vaccination Certificate which has been countersigned by the Local Medical Officer of Health, must be obtained before entry, showing that the candidate has been vaccinated or revaccinated within the last 3 years against Smallpox.

33. The following is a list of defects which may cause rejection:

(*a*) *Poor Physique.* Imperfect development or skeletal deformity either hereditary or acquired.
(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting;
(2) abnormal spinal conditions, abnormal locomotion, amputations;
(3) Hallux Valgus, Hallux Rigidus, Hammer Toes, Pes Cavus, Flat Feet;
(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity.* Providing that the candidate's cardio-vascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease.* Unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders.* Or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System.* Organic disease of the CNS: epilepsy, migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids.*

(*g*) *Diseases of the Ear, Nose and Throat*
(1) *Perforations*—an unhealed perforation is a bar to entry.
(2) *Mastoid Operation.* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval ENT Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or plate. Disease or injury affecting the normal function of either mandibular joint.
(5) *Tonsilitis.* Apparent enlargement of the tonsils is not a cause for rejection.
(6) *Sinusitis.* Repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt a specialist opinion should be obtained.

(*h*) *Diseases of the Chest.* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director General (Naval) for decision.
(1) *Asthma.* Where this forms, or is likely to form a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular.* Functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent doctus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director General (Naval).

(*j*) *Rheumatic Fever.* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been 10 years' freedom from recurrence, no prophylaxis having been given.

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(*k*) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic Ulcer.
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistual or fissure of anus; Haemorrhoids.

(*l*) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless 3 consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformations of the kidneys.
(11) Urolithiasis.

(*m*) *Allergic Diseases.* Where these form, or are likely to form a serious impediment to the efficient performance of duty.
(1) *Hay Fever.* Mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*n*) *Metabolic Conditions.* Diseases of the thyroid gland hyperthyroidism, myxoedema.

## VISUAL STANDARDS

### 34. VISUAL ACUITY STANDARDS

| Standard 1 | Better Eye | Worse Eye |
|---|---|---|
| Visual acuity to be achieved without correcting lenses | 6/9 N5 | 6/12 N5 |
| Refraction Limit | | |
| Total hypermetropia | +2·50 sphere | +3·50 sphere |
| Astigmatism | +0·75 cyl | +1·00 cyl |
| Myopia | −0·25 sph or cyl | −0·75 sph or cyl |

### COLOUR PERCEPTION STANDARDS

| Standard | Test Specification |
|---|---|
| 1 | The correct recognition of coloured lights shown through the small paired apertures on the Martin Lantern at 6 metres (20 feet) distance. |

### 35. OTHER QUALIFICATIONS

(*a*) Abnormality of the eye or visual system (congenital, traumatic or pathological) may be cause for rejection even though visual function may be within the standard limits.

(*b*) Anisometropia within the following limits will be acceptable in the Seaman Specialisation. Better eye 6/6 N5 without lenses and a manifest hypermetropia of not less than +0·75 sphere and not more than +1·50 sphere: worse eye 6/60 N5 without lenses correcting to 6/6 with lenses.

(*c*) Binocular efficiency. Bifoveal fixation and perfect binocular functions are not an essential requirement but a squint must be cosmetically acceptable. Limits to heterophoria are 6 prism dioptres of esophoria and exophoria and 1 prism dioptre of hyperphoria.

(*d*) Spectacles. There is in general no restriction to the wearing of lenses to increase visual efficiency provided that the standards are met. In certain circumstances they are incompatible with adequate job performance (e.g. Aircrew) and are therefore not permitted in these situations.

## PART 5
## TRAINING, PROMOTION AND CAREER PROSPECTS

(This information is for guidance only and does not form part of the Entry Regulations. From time to time, changes may be made in the conditions of service.)

### TRAINING

36. Short Career Commission NCEs are given one year of General Naval Training on entry. They first spend a term at the Britannia Royal Naval College, Dartmouth, and then 9 weeks in the Dartmouth Training Ship. They return to the College for an examination, to undertake an academic course and for continuation Naval Training during the third term of the year.

37. On satisfactory completion of their General Naval Training, officers spend about a year with the Fleet, during which time they take their Fleet Board examination. After their Fleet Training, officers may be selected to sub-specialise (see paragraph 4). Those who are selected to sub-specialise spend up to 6 months on courses before going to sea in their first complement billet. Those who do not sub-specialise go into their first complement billet immediately after their Fleet Training. In this first complement billet officers work to obtain a Bridge Watchkeeping Certificate, and an Ocean Navigation Certificate.

### PROMOTION

38. Short Career Commission officers follow a rank/promotion progression which is not tied to the completion of particular stages of training. The standard rank/promotion progression for NCE officers is as follows (variations to it, which depend upon age on entry, are given in paragraphs 39 and 40 below):

(*a*) Entry in the rank of Midshipman with seniority of the first day of the month of entry (exceptionally, where entry is in the last week of a month, seniority will be the first day of the subsequent month).

(*b*) Promotion to Sub-Lieutenant (Acting or Confirmed) on achieving two years' seniority as Midshipman. The rank of Sub-Lieutenant is held either in the Confirmed or Acting capacity according to whether an officer has or has not passed his Fleet Board examination.

(*c*) Promotion to Lieutenant 5 years after entry. Officers who have earned seniority gains during their training are promoted to Lieutenant correspondingly earlier, between 4 and 5 years.

39. *Variation to the rank/promotion progression of officers aged between 21 and 22 on entry.* Such officers enter as Midshipmen with seniority of the first day of the month on which they became 21. They receive their first increment as Midshipman on achieving one year's seniority in the rank, and are promoted to Sub-Lieutenant (Acting or Confirmed) on achieving

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the normal two years' seniority in the rank of Midshipman. Promotion to Lieutenant takes place 5 years after entry, although officers who have earned gains of seniority during their training are promoted correspondingly earlier.

40. *Variation to the rank/promotion progression for officers aged 22 or over on entry.* Such officers enter as Midshipmen, but because of their age are given one year's seniority in the rank. They are therefore promoted to Acting Sub-Lieutenant after one year on achieving two years' seniority as Midshipman. (A special rate of pay applies after their third year as Sub-Lieutenant.) Promotion to Lieutenant takes place 5 years after entry, although officers who have earned gains of seniority during their training are promoted correspondingly earlier.

CAREER PROSPECTS

41. Transfer to a Full Career Commission: There are good opportunities for Short Career NCEs to transfer to a Full Career Commission. Transfers are mainly effected in the 4–8 year zone of service, but officers showing outstanding promise during training have the opportunity to transfer within the 2–3 year zone of service. Officers transferred to a Full Career Commission are promoted to Lieutenant Commander on attaining 8 years' seniority as a Lieutenant. They also enjoy better promotion prospects to the rank of Commander and above. Promotion to these ranks is in competition with other Full Career Commission officers.

42. Transfer to a 16-year Pensionable Commission: Officers may be selected for transfer to a commission which will attract Retired Pay on completion of 16 years' reckonable (i.e. from age 21) service, or at the age of 38, whichever is the later. On completion of the commission officers are placed on the Retired List. In order to be considered for transfer to a Pensionable Commission, officers must normally have the expectation of serving for a further 10 years on the Active List before reaching their 16 year or age 38 point.

43. Extension of Short Career Commission: Officers may apply to have their Short Career Commissions extended to a Permanent Commission for service to the age of 50. On completion of the commission officers are placed on the Retired List and qualify for a pension. Only a small number of such extensions is granted and the officers concerned have prospects of promotion to the rank of Commander.

## RATING AND OTHER SERVICE CANDIDATES FOR SEAMAN DUTIES ON SHORT CAREER COMMISSIONS

Entry to the Seaman Specialisation under the foregoing conditions is open to suitably qualified Naval Ratings and R.M. Other Ranks; Upper Yardmen who fail to reach the academic standard required for Full Career Commissions, or for Short Career Engineering Commissions or Helicopter Aircrew with the required qualifications who fail during flying training.

2. Aircrew officers who fail during flying training and are selected for Seaman duties will return to Dartmouth for a term in the Dartmouth Training Squadron.

3. Naval Ratings and R.M. Other Ranks selected as Seaman Officers will enter Dartmouth as Cadets for General Naval Training. They may remain on their existing rates of pay, plus 50p a day, so long as this is to their advantage.

4. Selection procedure for Service candidates other than Upper Yardmen will be the same as for civilian candidates. The procedure for dealing with applications from Naval Ratings and R.M. Other Ranks will be similar to that laid down in this book for rating and R.M. candidates for Short Career Aircrew Commissions.

5. Candidates serving abroad should not be recommended unless they have, as far as is practicable with local resources, been passed medically fit for seaman duties.

6. Ex-Ratings and R.M. Other Ranks who fail during Seaman Officer training may, if they wish, return to their former rating branch in lieu of release from the Service.

## REGULATIONS FOR CHAPLAINS, R.N.

CHURCH OF ENGLAND
ENTRY

1. To be eligible for appointment as a Chaplain (Church of England) in the Royal Navy a candidate must fulfil the following conditions:—

(*a*) he must be an ordained Deacon and Priest of the Church of England, or admitted to the same Holy Orders by the lawful authority of one of the Churches within the Realm of Great Britain and Ireland which are in communion with the Church of England.

(*b*) after entry he must not hold any benefice with a Cure of Souls.

(*c*) he must be pronounced physically fit for service as a Chaplain by the Medical Director-General (Naval).

(*d*) he must produce satisfactory testimonials from the Lord Bishop of the Diocese in which he was last licensed.

(*e*) his age must not exceed 34, except in certain exceptional cases.

(*f*) he must have been examined by the Chaplain of the Fleet, and reported by him to be in every respect a fit and proper person to serve as Chaplain in Her Majesty's Service.

2. Every Chaplain appointed for service must, as a condition to such appointment, receive a special ecclesiastical licence from the Archbishop of Canterbury and his successors, such licence to be one capable of recognition by all Bishops and other Authorities of the Church of England throughout the world during the period such Chaplain shall remain on the Active List of the Royal Navy.

3. In the event of discharge after short service the names of Chaplains who are recommended will be specially brought to the notice of the Church authorities.

CHURCH OF SCOTLAND AND FREE CHURCHES
ENTRY

4. To render a candidate eligible for appointment as a Chaplain (Church of Scotland and Free Churches) in the Royal Navy, he must fulfil the following conditions:—

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(*a*) he must be an ordained Minister of one of the group of Churches comprising the Church of Scotland and Free Churches.
(*b*) he must have been examined by the Principal Chaplain, Church of Scotland and Free Churches (Naval), and reported by him to be in every respect a fit and proper person to serve as Chaplain in Her Majesty's Service.
(*c*) his age must not exceed 34, except in certain exceptional cases. A copy of birth certificate should be furnished after interview with the Principal Chaplain, Church of Scotland and Free Churches (Naval).
(*d*) after entry he must not hold any other Charge.
(*e*) he must be pronounced physically fit for service as a Chaplain by the Medical Director-General (Naval).

ROMAN CATHOLIC ENTRY

5. To render a candidate eligible for appointment as a Chaplain (Roman Catholic) in the Royal Navy he must fulfil the following conditions:—
(*a*) he must be a Roman Catholic Priest and be nominated for entry by the R.C. Ordinary of H.M. Forces.
(*b*) after entry he must not hold any benefice with a Cure of Souls.
(*c*) he must receive permission to apply for entry and produce satisfactory testimonials from the Bishop of his diocese, or if a Religious, from his Superior.
(*d*) his age must not exceed 34, except in certain exceptional cases. A copy of birth certificate should be furnished after interview with the Principal R.C. Chaplain (Naval).
(*e*) he must have been examined by the Principal R.C. Chaplain (Naval) and reported by him to be in every respect a fit and proper person to serve as Chaplain in Her Majesty's Service.
(*f*) he must be pronounced physically fit for service as a Chaplain by the Medical Director-General (Naval).

6. Every Roman Catholic Chaplain appointed for service must be in possession of Ecclesiastical Faculties from the R.C. Ordinary of H.M. Forces.

ALL DENOMINATIONS

*Nationality*

7. To be eligible, candidates must:
(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth, or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been or always were, British subjects or citizens of the Republic of Ireland.

8. Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Such applicants are advised to forward their applications at least four months before the proposed date of entry. Their applications should, if possible be accompanied by the following documents:
(*a*) Naturalisation certificate or evidence of naturalisation;
(*b*) Parents' birth and marriage certificates;
(*c*) Candidate's and parents' passports.

9. Candidates who are citizens of the Republic of Ireland will be required, as a condition of entry, to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect candidates' citizenship of the Republic of Ireland.

*Residential Qualification*

10. Candidates who are not of United Kingdom origin should have resided in the United Kingdom for a minimum of five years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

*Visual Standards*

11. Both eyes to be healthy, the vision to be correctable to 6/6: 6/24 or to 6/12: 6/12 at least. The candidate should be able to read N.5 one eye, N.6 the other eye, with glasses.
The refractive error should not exceed:—
(*a*) 7 dioptres of hypermetropic or of compound hypermetropic astigmatism under homatropine in the meridian of greater error in either eye.
(*b*) 7 dioptres of myopia or of compound myopic astigmatism under homatropine in the meridian of greater error in either eye.
The fields of vision should be normal to the confrontation test. Colour Perception Standard III. This entails the recognition of red, green and white lights on the Martin Lantern at a distance of 5 feet.
An alternating squint with small deviation (not abnormal cosmetically) will be permitted provided that the vision shall be correctable to at least 6/24 in the worse eye.

If the candidate possesses binocular vision, heterophoria (tested with Maddox rod at 6 metres) must not exceed:—

| | | |
|---|---|---|
| Eso- and Exophoria | .. | 6 prism dioptres |
| Hyperphoria | .. .. | 1 prism dioptre |

*Dental Standard*

12. The candidate's teeth must be in a healthy condition and adequate for the efficient mastication of food. The candidate must make his own arrangements for any defects to be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not necessarily disqualify a candidate who is fit and suitable in every other respect.

*Conditions of Service*

13. Chaplains will, on entry, be granted Short Service commissions of 4 years. Chaplains leaving the Service on the expiration of the Short Service commission will be placed on the Emergency List and will be liable for service in war or emergency during the subsequent 4 years. A Chaplain who, in the opinion of the Defence Council or Admiralty Board, is unsuitable for the Naval Service may be discharged at any time. In addition if the ecclesiastical authorities of the R.C. Church are not satisfied with the conduct of a Chaplain (R.C.) note will be taken of their objection.

14. Resignation before the expiration of 4 years' service may be permitted, in special circumstances, at the discretion of the Defence Council or Admiralty Board.

*Antedates of Seniority*

15. Chaplains will be allowed up to four years' antedate of seniority, for basic pay purposes only, for experience as an ordained clergyman after their 25th birthday and before entry into the Royal Navy. This will not affect relative seniority within the Chaplains' Branch, which will be reckoned according to the actual date of entry. The actual date of entry will also be used in determining allowances.

16. During the Short Service Commission period a Chaplain having proved himself to be in every way suitable for permanent duty in the Navy may, at the beginning of his fourth year, be offered the opportunity to apply for a pensionable commission of sixteen years. If he is given this option and wishes to continue, an application must be promptly submitted through normal Service channels. A report on Form S.206 and a certificate of medical fitness should be forwarded with the application, together with the Commanding Officer's recommendation. If granted,

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this will include any period previously served on the Short Service Commission.

A chaplain who is not given the option to continue will be so informed and he will withdraw at the end of the four year Short Service Commission with a gratuity.

17. Between the end of the 12th and 16th years of service, a Chaplain may be selected for retention, either

(*a*) for a permanent commission up to the date that he reaches the age of 55; or

(*b*) for a lesser period, in which case the pensionable commission will be extended for the period of retention.

*Chaplains who held permanent commissions on 31st July* 1962

18. Chaplains who held permanent commissions on the 31st July 1962 have the option of:

(*a*) continuing to serve until the age of 55; or

(*b*) applying to retire at the age of 50 or over, up to a maximum age of 55.

Retirement under option (*b*) will be at Defence Council or Admiralty Board discretion, and applications should be made through the usual Service channels not later than two years before the preferred date of retirement.

PAY, RETIRED PAY, ETC.

19. The pay, allowances, retired pay, etc., of Chaplains are contained under those headings in the appropriate sections of this Appendix.

20. In certain circumstances widows are eligible for pensions with allowances for children as provided in the appropriate sections of this Appendix.

TRAVELLING EXPENSES

21. Second-class rail or bus fares incurred in travelling to interview and medical examination from the candidate's usual place of residence in the United Kingdom will be paid by the Ministry of Defence if they exceed the sum of 25p. Candidates who have to travel long distances to reach the Ministry of Defence for interview and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of £3·20 for each night necessarily spent away from home. This amount may be increased to £3·50 when the interview or examination is held within four miles of Charing Cross. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

MISCELLANEOUS

22. All Chaplains must be prepared to serve in any part of the world.

23. Chaplains on board ship are victualled under the usual conditions for Naval Officers. They are required to pay the usual mess subscriptions.

24. Chaplains are required to be in possession of Naval uniform, the initial cost of which is met by a cash allowance and a free issue of certain items of clothing. Uniform or clerical clothes will be worn as laid down in the Uniform Regulations. In the event of voluntary resignation within three years of entry, refund of the allowance and the cash value of the free-issue clothing may be required in whole or in part.

## INSTRUCTOR OFFICERS, ENTRY REGULATIONS

INTRODUCTION

1. An appointment as an officer in the Instructor Branch of the Royal Navy offers attractive employment with good prospects, and provides ample scope for the abilities of both graduates and qualified teachers. The Branch offers opportunities to men seeking a career in the Royal Navy and also to those who wish to broaden their experience by seeing a way of life different from that of school and University before embarking on a settled civilian career.

2. The normal method of entry into the Instructor Branch is by means of a Short Service Commission of 5 years with the option to terminate after 3 years. On successful completion of either period a gratuity is payable. Officers leaving the Service on completing a Short Service Commission will be placed on the Emergency List for a period of 4 years and would be liable for recall only during a war or other national emergency.

3. The entry regulations are detailed as follows:—

Part 1. Methods of Selection.
Part 2. General Conditions of Entry
Part 3. Medical Standards.

There are also some short notes, not forming part of the regulations, on naval training and career prospects.

PART 1

METHODS OF SELECTION

APPLICATIONS

1. Application forms, which will be supplied on request by letter addressed to the Directorate of Naval Education Service (P), Ministry of Defence, Old Admiralty Building, Whitehall, London, SW1A 2BE, must be returned to the address given.

INTERVIEW AND MEDICAL EXAMINATION

2. Candidates will be interviewed by the Director of Naval Education Service and must be recommended by him for entry. Candidates will also be required to undergo a medical examination at the Naval Medical Board in the Ministry of Defence, Empress State Building, London, S.W.6, either before or after their interview.

3. Candidates who are below the physical or visual standards are informed as soon as possible so that they may appeal if they wish to the Medical Appeal Board. This consists of a representative of the Medical Director General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the disqualification. The nominal fee of one pound, which must accompany an appeal, is refunded if the appeal is successful. Expenses incurred in travelling, meals and accommodation for attendances at Appeals Boards are not refunded.

TRAVELLING AND OTHER EXPENSES

4. Where travelling expenses above 25p are incurred within the United Kingdom in order to attend selection tests or medical examination, 2nd Class rail or bus fares from a candidate's normal place of residence in the United Kingdom will be refunded for the whole amount.

5. Candidates who have to travel long distances within the United Kingdom to reach the Interview or Medical Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meals, bed and breakfast for each night necessarily spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded.

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## PART 2

## CONDITIONS OF ENTRY

### PROFESSIONAL QUALIFICATIONS

1. Candidates must possess a degree or a recognised equivalent, or acceptable professional (Higher National Diploma, Higher National Certificate) or teaching qualifications. The main requirement is for entrants with qualifications in Mathematics, Physics or Engineering (Mechanical, Electrical, etc.) but some with qualifications in other science subjects and in Arts subjects are also needed.

### AGE LIMITS

2. Candidates must have attained the age of 21 years and must not have reached the age of 32 years on the date of entry.

### NATIONALITY

3. To be eligible candidates must:—

(*a*) At all times since birth have been a British subject or a citizen of the Republic of Ireland.
(*b*) Have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) Have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may be accepted in special circumstances by permission of the Secretary of State for Defence. Their applications should, if possible, be accompanied by the following documents:—

(1) Naturalisation Certificate or evidence of naturalisation
(2) Parents' birth and marriage certificates
(3) Candidate's and parents' passports.

4. Candidates who are citizens of the Republic of Ireland will be required, as a condition of entry, to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect candidates' citizenship of the Republic of Ireland.

### RESIDENTIAL QUALIFICATION

5. Candidates who are not of U.K. origin should have resided in the United Kingdom for a minimum of 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

### UNIFORM

6. Before joining officers will be required to provide themselves with a minimum of uniform, details of which will be supplied. A cash grant towards the provision of the necessary outfit of uniform is payable in addition to a free issue of certain articles of clothing. Grants on this scale are not payable to officers who have already received outfit in respect of previous periods of naval service as officers. Such officers may receive modified grants which will depend upon the length of break in service.

7. If for any reason an officer is permitted to leave the Navy voluntarily he will be required, at the discretion of the admiralty Board, to refund the value of the outfits and cash grants issued to him on the following scale:—

| | |
|---|---|
| Grants paid and issues made less than one year before date of resignation .. .. .. .. | In full |
| Grants paid and issues made over one year but less than 2 years before date of resignation .. .. | Two-thirds |
| Grants paid and issues made over 2 years but less than 3 years before date of resignation .. .. | One-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. .. | Nil |

The amount of refund will be reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

8. It is a condition of entry that an officer whose appointment is terminated compulsorily within 1 year of entry will be required to return his principal items of free issue uniform, charges being raised against the officer for any specific articles not returned.

## PART 3

## MEDICAL STANDARDS

1. In general, physical defects of body, impediment of speech, defect of sight or hearing, and pre-disposition to constitutional or hereditary disease or weakness will cause rejection, if these defects are of such a nature as to render the candidate incapable of performing general duties in the Royal Navy, ashore and afloat, in any part of the world, throughout his period of service.

2. An International Vaccination Certificate which has been counter-signed by the Local Medical Officer of Health, may be obtained before entry, showing that the candidate has been vaccinated or re-vaccinated within the last 3 years against smallpox.

3. The following is a list of defects which may cause rejection.

(1) Poor physique, imperfect development, or skeletal deformity, either hereditary or acquired; obesity. To be judged on their present or future effect on functional ability.

(2) Skin disease, unless temporary or trivial. Psoriasis, chronic eczema, or a history of such conditions must be considered cause for rejection, and borderline cases must be referred to a Service Consultant. Scars which, by their extent or position, cause or are likely to cause, disability or marked disfigurement. Diseases and deformity of the nails. Alopecia areata, if chronic.

(3) Psychiatric disorder, impaired intellect, epilepsy, stammer, gross malformation of the skull, dysarthria, dysphasia, dyslexia.

(4) Impaired hearing; discharge from or disease of one or both ears; unhealed perforation of the tympanic membranes; radical or modified radical mastoid operations. A cortical mastoid operation, provided the ear is healthy, the tympanic membrane intact, and there is no defect of hearing, is not a cause for rejection.

(5) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso pharynx.

(6) Disease of the throat and palate. Hypertrophy of the tonsils is not necessarily a cause for rejection. Chronically diseased gums. Gross oral sepsis. Disease or injury affecting the normal function of either mandibular joint or gross deformity of the jaws.

(7) Tuberculous glands of the throat and neck. Enlargement of the thyroid gland, hyperthyroidism. Scars of operations for the removal of tuberculous glands are not a cause for rejection, provided that there has been no active disease within the preceding 5 years, and the chest is clinically and radiologically clear.

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(8) History of pulmonary tuberculosis of adult type in a candidate below the age of 23, unless there is clear evidence that the disease is arrested and that the candidate has completed a full course of anti-tuberculous treatment and a sufficient period of time has passed as assessed by a Consultant Chest Physician. If the candidate is over age 23 the case will be considered on merit following full clinical examination, full plate chest X-ray, consideration of all available medical reports and preferably a Naval Consultant's opinion. Chronic disease of the chest. A history of treatment with anti-tuberculous drugs where it can be proved that this was merely given on account of a Mantoux conversion (i.e. during the formation of a primary complex) and if it can be confirmed that there was subsequently a satisfactory history and chest X-ray, need be no bar to entry.

(9) Functional or organic disease of the heart and blood vessels. Congenital heart disease except that when an uncomplicated patent ductus artoriosus has been successfully ligatured or when an atrial septal defect of the secondum type with no pulmonary hypertension has been closed, the candidate may be accepted for entry subject to approval by the Medical Director General (Naval).

(10) Allergic diseases, including asthma, hay-fever and eczema where these form, or are likely to form, a serious impediment to the efficient performance of duty. Migraine, if severe. If there is any history of asthma, clear evidence must be produced that there has been complete freedom from an attack for the preceding 5 years.

(11) Undue swelling or distension of the abdomen; peptic ulceration or history thereof. Disease of the liver, spleen or kidneys; hernia or tendency thereto. Successful surgical repair of a hernia will not cause rejection. Stricture of the urethra.

(12) Albuminuria; unless the first morning specimen of urine is clear, and there is no clinical evidence (e.g. cardiac hypertrophy or raised blood pressure), or history which suggests impaired renal function.

(13) Glycosuria unless a satisfactory report on a sugar tolerance test is produced.

(14) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If the testicle is situated on the inguinal canal or at the external ring it must either be removed or brought down into the scrotum. If the result of the operation is satisfactory and the other testicle is in the scrotum and normal in character the candidate may be accepted.

(15) Hydrocele, or other serious defect or malformation of the genital organs. Incontinence of urine or enuresis within the last 2 years. Varicocele, if it clearly forms, or is likely to form, a serious impediment to the efficient performance of duty.

(16) Fistula or fissure of the anus; haemorrhoids or any disease of the bowels or stomach.

(17) Paralysis, weakness, impaired motion, or deformity of the upper or lower extremities from whatever cause, a varicose state of the veins, especially of the leg. Bunions, distortion or malformation of the hands, feet, fingers or toes.

(18) Acute rheumatic fever—candidates with an established history of rheumatic fever may be accepted if they are otherwise fit, provided:—

(i) they have been on anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or

(ii) they have been 10 years free from recurrence, no prophylaxis having been given, or

(iii) they are over the age of 25 years, and have 3 years free of recurrence.

(19) Deformity or any chronic disease of the eye or eyelid.

(20) Seasickness if severe.

## VISUAL STANDARDS

| 4. *Distant Vision* | *Near Vision (with Glasses)* | *Colour Perception Standard* |
|---|---|---|
| Less than 6/60 in each eye. With glasses at least 6/6, 6/24 or 6/12, 6/12 | N.5 in one eye N.6 the other eye | 4 |

Manifest hypermetropia or myopia not to exceed 7·0 dioptres. Hypermetropic or myoptic astigmatism not to exceed 7·0 dioptres the meridian of greatest error.

Fields of vision must be normal to the confrontation tests. A concomitant squint is permissible only if it is not abnormal cosmetically with and without glasses. If binocular vision is present heterophoria must not exceed:—

| | |
|---|---|
| Eso- and Exo-phoria .. | 6 prism dioptres |
| Hyperphoria .. .. | 1 prism dioptre. |

## DENTAL STANDARDS

5. The candidate should have no marked oral deformity and the teeth must be in a healthy condition and adequate for the efficient mastication of food. Any defects must be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not disqualify a candidate who is fit and suitable in every other respect.

## TRAINING, PROMOTION AND CAREER PROSPECTS: NOTES

### RANK AND SENIORITY ON ENTRY

1. The basic rank on entry will be Instructor Sub-Lieutenant. Seniority in that rank will be determined in accordance with pre-entry seniority credits based on academic qualifications and practical experience. The rules are set out below. Entrants will continue to serve as Instructor Sub-Lieutenants until their seniority, including pre-entry credits totals 12 months, when they will normally be promoted to the rank of Instructor Lieutenant. If pre-entry credits of 12 months or more have been earned, entry to the Royal Navy will be direct in the rank of Instructor Lieutenant with appropriate seniority.

2. The detailed rules for the award of pre-entry seniority credits are as follows. (These antedates will not count as service reckonable for award of retired pay):—

(*a*) Previous Commissioned Service.

(1) Former Instructor Officers, Royal Navy, will re-enter with former seniority adjusted by time out of the Service provided that this time does not exceed 5 years.

(2) Officers who, on entry into the Instructor Branch, have had previous full-time commissioned service in the Royal Navy (other than in the Instructor Branch) or Army or Royal Air Force, may be entitled to have such service taken into account in determining their seniority provided that it did not terminate more than 5 years before entry to the Instructor Branch.

(*b*) Credits for Degrees.

(1) Good Honours Graduate .. 3 years
(2) Other Graduates .. .. 1 year

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The definitions of "good Honours Graduate" and "Graduate" are as in the current "Scales of Salaries for Teachers" (Burnham Report).

(*c*) Credits for Civilian experience.
Relevant Post Graduate professional experience after age 21 will count, with credit in full up to a maximum of 2 years. Examples of relevant experience could be Graduate apprenticeships, teacher training after graduating, teaching experience after graduating or qualifying, research experience and industrial experience as a professional engineer.

TRAINING

3. The time spent under training on entering the Instructor Branch will vary according to an officer's age and qualifications, but it will not generally exceed 6 months. In addition to general training as a Naval officer it may include teacher training, technical courses and sea experience.

PROBATIONARY PERIOD

4. It must be clearly understood that the period of training is one of probation and the Ministry of Defence reserves the right to terminate an appointment at any time if the officer:

(*a*) fails to reach a satisfactory standard during his training; or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a naval officer.

TRANSFERS TO PENSIONABLE AND FULL CAREER COMMISSIONS

TRANSFER TO 16 YEAR PENSIONABLE COMMISSION

5. Officers who have served at least 2 years of a 5 year Short Service Commission may apply to transfer to a 16 year Pensionable Commission. Both Graduates and non-Graduates are eligible and the 16 years will run from the date of entry.

TRANSFER TO A FULL CAREER COMMISSION

6. Graduate officers who have served at least 2 years of a 5 year Short Service Commission may apply to transfer to a Full Career Commission for service to normal age of retirement (see paragraph 8). A limited number of such commissions may be granted to graduate officers who have completed 10 years of a 16 year pensionable commission. Applications for such a transfer should be made during an officer's tenth year of service.

EXTENSION OF SHORT SERVICE COMMISSION

7. Officers who do not wish to transfer or are not selected for transfer to the Commissions at paragraphs 4 and 5 above, may apply after 3 years' service for an extension to their Short Service Commission. Officers will not be eligible for transfer under paragraphs 4 and 5 above during this period of extension.

PROMOTION

8. Instructor Officers will be promoted to Instructor Lieutenant-Commander on attaining 8 years' seniority as Instructor Lieutenant. Promotion to Instructor Commander and above will be by selection from officers serving on Full Career Commissions.

RETIREMENT AND WITHDRAWAL

9. Officers serving on 5 year short Service Commissions to whom a Naval Career ceases to appeal will normally be allowed to withdraw, subject to the requirements of Part 2, paragraph 8, at any time during their initial training. Thereafter, during their first year of service, officers will normally be allowed to withdraw though there may be a delay of up to six months while a replacement is arranged. After their first year of service officers will not normally be allowed to withdraw until they reach their optional 3 year break point.

10. The compulsory retiring ages for Full Career Officers are:—

| | |
|---|---|
| Instructor Lieutenant-Commander | 48 years |
| Instructor Commander .. .. | 52 years |
| Instructor Captain .. .. | 55 years |

11. Officers who are not due for compulsory retirement may, at Ministry of Defence discretion, be allowed to retire voluntarily or to resign as appropriate. All applications will be considered by the Ministry of Defence in the light of the requirements of the Service and, normally, up to 2 years' notice of intention to retire will be required. This period may be longer in cases where an officer has recently been given extensive further training. Special consideration is, however, given to applications made on compassionate grounds.

PAY AND GRATUITY

12. Details of pay and gratuities will be notified separately.

RATING CANDIDATES

13. A small number of 16 year pensionable commissions will be available to selected ratings who obtain the required academic and professional teaching qualifications.

ELIGIBILITY

14. To be eligible for consideration ratings must:—

(*a*) Have the following qualifications:
in Mechanical, Electrical, or Aeronautical Engineering either a Higher National Certificate or a Full Technological Certificate of the City and Guilds of London Institute; or in general subjects, a minimum of two "A" level passes in the General Certificate of Education and evidence of subsequent study;

(*b*) have a pass in English Language at G.C.E. "O" level;

(*c*) be under 31, and in the last 12 months of a 9 year or 12 year engagement on 1st September of the year they enter College.

*N.B.*—No special facilities can be provided within the Service to enable ratings to obtain the required academic qualifications.

SELECTION

15. Ratings will be interviewed by the Director of Naval Education Service in accordance with the normal procedure for the selection of officers for the Instructor Branch; and in addition must be accepted for training by one of the four Colleges of Technical Education which offer one year courses for mature students. These colleges are:—

Bolton Training College, Chadwick Street, Bolton
Huddersfield Training College, Holly Bank Road, Huddersfield
Garnett College, Downshire House, Roehampton Lane, London, S.W.15
Wolverhampton Technical Teachers College, Wulfruna Street, Wolverhampton.

CONDITIONS OF SERVICE

16. The engagements of ratings selected by the Director of the Naval Education Service and accepted by one of the four Colleges, will be extended by periods up to one year until the end of the course. Tuition fees will be paid by the Ministry of Defence, and ratings will receive normal pay and allowances during their college course.

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17. On successful completion of the course, ratings will be commissioned in the rank of Instructor Sub-Lieutenant and awarded 16 year pensionable commissions in the Instructor Branch. A rating who does not complete the course successfully will be given the opportunity to re-engage as a rating, or be discharged from the service.

18. The first year's service as an Instructor Sub-Lieutenant will be probationary. At the end of this year officers will be promoted to Instructor Lieutenant; and after a further eight years in this rank, following the normal procedures, to the rank of Instructor Lieutenant-Commander. Sixteen years after the date they are commissioned they will be placed on the Retired List, and will be eligible for a terminal grant and retired pay based on their total reckonable service including rating service counted from the age of 21. No proportion of ratings gratuity will be payable.

19. Officers will receive the normal pay of the Instructor Branch. Where appropriate, however, officers will retain their ratings' pay plus 20p a day promotion increase on a marktime basis. All allowances will be paid at normal officer rates.

20. When placed on the Retired List, officers will be regarded as qualified teachers, and will be eligible for Burnham Scale increments in respect of their service in the Instructor Branch.

APPLICATIONS

21. Applications must be submitted through normal service channels and should be made before 15th January.

# MEDICAL OFFICERS

## SHORT SERVICE COMMISSIONS—ENTRY REGULATIONS

INTRODUCTION

1. There are opportunities for qualified doctors to enter the Royal Naval Medical Branch on Short Service Commissions. These commissions are for 3 or 5 years and gratuities are payable on successful completion of these periods. In both cases the period of active service is followed by 4 years on the Emergency List. Whilst on the Emergency List, officers would be liable for service only in war or other national emergency.

2. Preference will be given to candidates applying for the longer term commission.

3. The entry regulations are detailed as follows:

Part 1. Methods of Selection

Part 2. General conditions of Entry

Part 3. Medical Standards.

There are also some short notes not forming part of the regulations on naval training and career prospects.

PART 1

METHODS OF SELECTION

APPLICATIONS

1. Applications should be addressed to The Medical Director General (Naval), Ministry of Defence, Empress State Building, London, SW6 1TR.

INTERVIEW AND MEDICAL EXAMINATION

2. Candidates will be interviewed at the Ministry of Defence, Empress State Building, London, SW6 1TR.

3. Arrangements will also be made for candidates to undergo a medical examination on the same day as their interview. Candidates who are below physical or visual standards for general duties as a Naval Medical Officer may appeal if they so wish to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the disqualification. The nominal fee of one pound, which must accompany an appeal, is refunded if the appeal is successful. Expenses incurred in travelling, meals and accommodation for attendance at Appeal Boards are not refunded.

TRAVELLING AND OTHER EXPENSES

4. Where travelling expenses above 25p are incurred within the United Kingdom, in order to attend the interview and medical examination, 2nd Class rail or bus fares from a candidate's normal place of residence will be refunded for the whole amount. Candidates who have to travel long distances within the United Kingdom to attend the interview and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meals, bed and breakfast for each night necessarily spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded.

PART 2

CONDITIONS OF ENTRY

PROFESSIONAL QUALIFICATIONS

1. Candidates must be registered under the Medical Act as qualified to practice Medicine and Surgery in Great Britain and Ireland.

AGE LIMITS

2. Candidates up to the age of 39 will be considered.

NATIONALITY

3. To be eligible candidates must:—

(*a*) at all times since birth have been a British subject or citizen of the Republic of Ireland;
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been or always were British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may be accepted in special circumstances by permission of the Secretary of State for Defence. Their applications should, if possible, be accompanied by the following documents:—

(1) Naturalisation Certificate or evidence of naturalisation.
(2) Parents' birth and marriage certificates.
(3) Candidate's and parents' passports.

4. Candidates who are citizens of the Republic of Ireland will be required, as a condition of entry, to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

5. Candidates who are not of U.K. origin should

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have resided in the United Kingdom for a minimum of 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

UNIFORM

6. Before joining, officers will be required to provide themselves with a minimum of uniform, details of which will be supplied. A cash grant towards the provision of the necessary outfit of uniform is payable in addition to a free issue of certain articles of clothing. Grants on this scale are not payable to officers who have already received outfit in respect of previous periods of naval service as officers. Such officers may receive modified grants which will depend upon the length of break in service.

7. If for any reason an officer is permitted to leave the Royal Navy voluntarily he will be required, at the discretion of the Admiralty Board, to refund the value of the outfits and cash grants issued to him on the following scale:—

| | |
|---|---|
| Grants paid and issues made less than 1 year before the date of resignation .. .. .. .. | In full |
| Grants paid and issues made over 1 year but less than 2 years before date of resignation .. .. | Two-thirds |
| Grants paid and issues made over 2 years but less than 3 years before date of resignation .. .. | One-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. | Nil |

The amount of refund will be reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made to measure garments.

## PART 3
## MEDICAL STANDARDS

1. The following is a list of defects which may cause rejection:—

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.

(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.

(2) abnormal spinal conditions, abnormal locomotion, amputations.

(3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.

(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity* Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids*

(*g*) *Diseases of the Ear, Nose and Throat*

(1) *Perforations*—an unhealed perforation is a bar to entry.

(2) *Mastoid Operation* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval E.N.T. Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.

(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.

(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.

(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.

(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director-General (Naval) for decision.

(1) *Asthma* where this forms, or is likely to form, a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director-General (Naval).

(*j*) *Rheumatic Fever* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:

(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or

(2) there has been ten years' freedom from recurrence, no prophylaxis having been given, or

(3) the candidate is over age 25 years and has been three years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels*

(1) Peptic Ulcer.

(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.

(3) Fistula or fissure of anus; Haemorrhoids.

(*m*) *Genito-Urinary Conditions*

(1) Congenital, active or latent syphilis. Gonorrhoea.

(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.

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(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.

(4) Stricture of the urethra.

(5) Incontinence of urine.

(6) Enuresis, if this is within the last 2 years.

(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.

(8) Serious defect or malformation of the genital organs.

(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.

(10) Diseases and malformations of the kidneys.

(11) Urolithiasis.

(*n*) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.

(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*o*) *Metabolic Conditions* diseases of the thyroid gland, hyperthyroidism, myxoedema.

VISUAL STANDARDS

2. Both eyes to be healthy, the vision to be correctable to 6/6; 6/24 or to 6/12; 6/12 at least. The candidate should be able to read N.5 one eye, N.6 the other eye. There should be no history of asthenopia.

The refractive error should not exceed:—

(*a*) 7 dioptres of hypermetropia or of compound hypermetropic astigmatism under homatropine in the meridian of greater error in either eye.

(*b*) 7 dioptres of myopia or of compound myopic astigmatism under homatropine in the meridian of greater error in either eye. The fields of vision should be full.

The minimum standard of Colour Perception is Standard Four.

An alternating concomitant squint with small deviation (not abnormal cosmetically), is permitted, but vision must be capable of correction to 6/24 in the worse eye.

If binocular vision is present, heterophoria (Maddox red at 6 metres) must not exceed:

| | |
|---|---|
| Eso- and Exo-phoria .. | 6 prism dioptres |
| Hyperphoria .. .. | 1 prism dioptre. |

3. Candidates who are accepted with a distant visual acuity of less than 6/60; 6/60 and whose vision does not correct up to 6/12 or better in either eye are to have this fact noted in their medical history documents and are to be examined by a Naval Ophthalmic Specialist should they apply for a Full Career Commission.

DENTAL STANDARDS

4. The candidate should have no marked oral deformity and the teeth must be in a healthy condition and adequate for the efficient mastication of food. Any defects must be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not disqualify a candidate who is fit and suitable in every other respect.

## PART 4

## TRAINING, PROMOTION AND CAREER PROSPECTS

(This information is for guidance only and does not form part of the Entry Regulations. From time to time changes may be made in the conditions of service.)

TRAINING

1. A course of instruction on Naval Regulations and procedure is given to each Short Service Officer on entry.

2. Post-graduate courses are arranged at recognised civil teaching centres for officers selected for specialised posts.

PROMOTION AND SENIORITY

3. An officer will normally be entered as Surgeon Lieutenant and promoted to Surgeon Lieutenant Commander on attaining 5 years' seniority as Surgeon Lieutenant. Officers who transfer to Full Career or Pensionable 16-year Commissions (see below) will be eligible for promotion to Surgeon Commander and above by selection.

SENIORITY

4. (*a*) Previous service on the Active List in the Armed Forces. Previous commissioned service in the Armed Forces as a Medical Officer will be allowed to count in full towards seniority, promotion and pay, whilst other previous commissioned service on the Active List in the Armed Forces will count as half seniority, promotion and pay. All previous commissioned service in the Armed Forces from age 21, subject to there not being a break of more than 5 years before re-entry, will count in full for retired pay. In any case where there is a break of more than 5 years a Ministry of Defence decision should be sought.

(*b*) Recognised medical experience after full registration in a hospital or civil practice may render an officer eligible for the grant of an antedate of seniority up to a maximum of 7 years, the basis of calculations being:—

| | |
|---|---|
| First 4 years approved experience .. .. | In Full |
| Subsequent experience as a Specialist .. .. | In full |
| Other recognised experience .. .. | In half |

5. The Medical Director General (Naval) will decide as to the suitability of the officer's civilian experience for the purpose of granting an antedate. Additional seniority so granted will count for increase of pay and promotion but will not reckon as service for retired pay or gratuity.

TRANSFER TO 16 YEAR PENSIONABLE COMMISSION

6. Officers who have served 12 months or more of a Short Service Commission may apply for transfer to a 16 year Pensionable Commission. To be eligible for this, they must be able:

(*a*) to complete at least 16 years' service reckonable for retired pay purposes before reaching their compulsory retirement age,

(*b*) to serve a minimum of 10 years from the date of transfer to a 16 year Pensionable Commission.

7. A taxable grant will be paid to officers who undertake a 16 year Pensionable Commission, but those who retire before completing 16 years will be required at Ministry of Defence discretion to make refund in whole or part of the grant received.

8. Officers transferring to a 16 year Pensionable

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Commission will not be entitled to a gratuity for the completed portion of their Short Service Commission in addition to the grant, but their service on that Commission may count towards an ultimate award of retired pay or gratuity.

9. Medical Officers serving on 16 year Pensionable Commissions will be considered for promotion to Surgeon Commander on the same basis as Full Career officers.

10. It will be possible for officers on 16 year Pensionable Commissions to seek transfer to Full Career Commissions. Reversion to Short Service Commissions will not be permitted.

11. Applications from Short Service Medical Officers to transfer to 16 year Pensionable Commissions should be sent through the usual channels to Head of Naval Personnel Division 2. They must be accompanied by evidence of medical fitness in accordance with BR 1750A, a report on Form S206 and a recommendation by the Commanding Officer, and Command or Fleet Medical Officer where appropriate on the officer's suitability for transfer to a 16-year Commission.

### TRANSFER TO FULL CAREER COMMISSION

12. Officers who have served 12 months or more of a Short Service Commission may apply for transfer to a Full Career Commission. Officers are transferred to Full Career Commission at the discretion of the Admiralty Board and in determining the number to be transferred consideration will be given by the Admiralty Board to the number of higher appointments available from time to time for Full Career Officers.

13. A taxable Full Career Commission Grant will be paid to Medical Officers whose transfer from a Short Service Commission to a Full Career Commission is approved.

(*a*) The acceptance of such a commission implies an undertaking to serve until the normal retiring age. If, however, an officer applies to resign or retire before the completion of his service and Service requirements allow him to be released the Ministry of Defence reserve the right to require a refund of the whole or part of the Full Career Commission Grant.

(*b*) Officers who transfer from a Short Service to a Full Career Commission will not be entitled to a gratuity in respect of the completed portion of their Short Service Commission in addition to the Full Career Commission Grant, but his service in that commission will count towards an ultimate award of retired pay or gratuity.

(*c*) Officers cannot revert from a Full Career Commission to a Short Service Commission.

14. Any officer who has been given an antedate of seniority during his Short Service Commission will transfer to a Full Career Commission or 16 year Pensionable Commission with that seniority.

### PAY AND GRATUITIES

15. Details of pay and tax free gratuities which are awarded to officers on satisfactory completion of 3 or 5 year Short Service Commissions will be notified separately.

## MEDICAL CADETSHIP AND PRE-REGISTRATION YEAR COMMISSIONS—ENTRY REGULATIONS

### INTRODUCTION

1. The Royal Navy offers 2 methods of entry into the Medical Branch for men not yet registered as doctors. The schemes are:—

(*a*) Medical Cadetships open to medical students who have obtained their second MB (or equivalent) but who have not yet qualified. On qualification they serve a 5-year Short Service Commission in the Medical Branch.

(*b*) Pre-Registration Year Commission: open to doctors who have qualified and are about to take up their pre-registration appointments. On registration they serve a 3 or 5 year Short Service Commission. Those who elect to serve for 3 years will be able to extend their Short Service Commissions by a further 2 years, i.e. up to 5 years in all.

2. On completion of either type of commission, officers will be entitled to a gratuity. They will then be placed on the Emergency List for a period of 4 years, but would be liable for service only in war or other national emergency.

3. Entrants are paid throughout their training prior to full registration. In addition Cadetship holders will receive an educational grant and tuition fees will also be paid. Details are given in the separate leaflet enclosed. They will, however, have to repay the grant and fees if they wish to withdraw from the Navy before completing their Short Service Commission.

4. The entry regulations are detailed as follows:—

Part 1. Methods of Selection and Award
Part 2. General Conditions of Entry
Part 3. Medical Standards.

There are also some short notes, not forming part of the regulations, on naval training and career prospects.

### PART 1

### METHODS OF SELECTION AND AWARD

### APPLICATIONS

1. The application form should be completed and returned together with educational certificates to Medical Director General (Navy), Ministry of Defence, Empress State Building, London, SW6 1TR. In addition a Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a statutory declaration before a magistrate) giving exact date of birth. Any candidate who has not received an acknowledgement of his application within 10 complete days should write at once to the above address.

### INTERVIEW

2. Medical Cadetship candidates who appear suitable will be required to attend an Interview Board at the Royal Naval Hospital, Haslar, Gosport, Hampshire. Pre-registration doctor candidates will be interviewed at the Ministry of Defence, London.

### MEDICAL EXAMINATION

3. Cadetship candidates will undergo a medical examination at Royal Naval Hospital, Haslar, when they attend for interview. Pre-registration doctors will be examined at the Ministry of Defence, London.

### TRAVELLING AND OTHER EXPENSES

4. Railway warrants will be provided where the cost of return travel to the interview exceeds 25p. Candidates who have to travel long distances for interview and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed

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and breakfast, for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded. Free messing and accommodation will be provided for those candidates interviewed at Royal Naval Hospital, Haslar.

AWARD OF CADETSHIPS AND PRE-REGISTRATION COMMISSIONS

5. Notification of awards will be made as soon as possible after the interview. Successful cadetship candidates who are in receipt of assistance from public funds should inform the appropriate Local Education Authority or other award-making body immediately they are awarded a Royal Naval Medical Cadetship. It should be assumed that no further assistance will be given by that body after the date on which the cadetship commences.

## PART 2

## GENERAL CONDITIONS OF ENTRY

EDUCATIONAL QUALIFICATIONS

*Medical Cadetships*

1. Open to students who have passed, or will shortly be passing, the second MB examination of their University, or the equivalent examination.

*Pre-Registration Entry*

2. Doctors in their pre-registration year.

AGE LIMITS

3. There are no fixed age limits, but medical cadetship candidates will normally be required to be no more than 25 years of age at the time of taking up the cadetship.

NATIONALITY

4. To be eligible candidates must:—

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Such applications should be accompanied by the following documents:—

(*a*) naturalisation certificate or evidence of naturalisation;
(*b*) parents' birth and marriage certificates;
(*c*) candidate's and parents' passports.

5. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

6. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

UNIFORM

7. Officers will be required to provide themselves with a minimum of uniform, details of which will be supplied. A cash grant towards the provision of the necessary items is payable in addition to a free issue of certain articles of clothing.

CONDUCT

8. The Ministry of Defence reserves the right to terminate an appointment at any time if an officer fails to display the qualities required of a naval officer, or his conduct is unsatisfactory. It is a condition of entry that an officer whose appointment is terminated compulsorily will be required to return his principal items of free issue uniform, charges being raised against the officer for any specified article not returned.

FINANCIAL LIABILITY

9. Should an officer entered as a Medical Cadet be permitted to leave the Royal Navy voluntarily before final registration, or before completing his Short Service Commission subsequent to registration, he will be required to refund to the Ministry of Defence his educational grant and tuition fees paid from public funds. An undertaking to this effect will be required. A similar refund will be required should a cadet's appointment be terminated because he has failed to qualify as a result of lack of diligence, or should he become medically unfit for reasons attributable to his own fault.

10. In addition, if an officer withdraws voluntarily he will be required, at the discretion of the Admiralty Board, to refund the value of the uniform outfits and cash amounts issued to him on the following scales:—

| | |
|---|---|
| Grant paid and issues made less than one year before date of resignation .. .. .. .. | In full |
| Grants paid and issues made more than one year but less than 2 years before date of resignation .. | Two-thirds |
| Grants paid and issues made more than 2 years but less than 3 years before date of resignation .. | One-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. .. | Nil |

11. The amount of refund will be reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

## PART 3

## MEDICAL STANDARDS

1. The following is a list of defects which may cause rejection:—

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.
  (1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
  (2) abnormal spinal conditions, abnormal locomotion, amputations.
  (3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.
  (4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity* Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

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(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids*

(*g*) *Diseases of the Ear, Nose and Throat*

(1) *Perforations*—an unhealed perforation is a bar to entry.

(2) *Mastoid Operation* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval E.N.T. Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.

(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharnyx. Simple septal deviations or nasal deformities are not cause for rejection.

(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.

(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.

(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director-General (Naval) for decision.

(1) *Asthma* where this forms, or is likely to form, a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director-General (Naval).

(*j*) *Rheumatic Fever* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:

(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or

(2) there has been ten years' freedom from recurrence, no prophylaxis having been given, or

(3) the candidate is over age 25 years and has been three years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels*

(1) Peptic Ulcer.

(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.

(3) Fistula or fissure of anus; Haemorrhoids.

(*m*) *Genito-Urinary Conditions*

(1) Congenital, active or latent syphilis. Gonorrhoea.

(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.

(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.

(4) Stricture of the urethra.

(5) Incontinence of urine.

(6) Enuresis, if this is within the last 2 years.

(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.

(8) Serious defect or malformation of the genital organs.

(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.

(10) Diseases and malformations of the kidneys.

(11) Urolithiasis.

(*n*) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.

(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*o*) *Metabolic Conditions* diseases of the thyroid gland, hyperthyroidism, myxoedema.

## VISUAL STANDARDS

2. Both eyes to be healthy, the vision to be correctable to 6/6, 6/24 or to 6/12, 6/12 at least. The candidate should be able to read N.5 one eye, N.6 the other eye. There should be no history of asthenopia. The refractive error should not exceed:—

(*a*) 7 dioptres of hypermetropia or of compound hypermetropic astigmatism under homatropine in the meridian of greater error in either eye.

(*b*) 7 dioptres of myopia or of compound myopic astigmatism under homatropine in the meridian of greater error in either eye.

The fields of vision should be full.

The minimum standard of Colour Perception is Standard Four.

An alternating concomitant squint with small deviation (not abnormal cosmetically) is permitted, but vision must be capable of correction to 6/24 in the worse eye.

If binocular vision is present, heterophoria (Maddox red at 6 metres) must not exceed:—

| | | |
|---|---|---|
| Eso- and Exo-phoria | .. | 6 prism dioptres |
| Hyperphoria | .. .. | 1 prism dioptre. |

Candidates who are accepted with a distant visual acuity of less than 6/60:6/60 and whose vision does not correct up to 6/12 or better in either eye are to have this fact noted in their medical history documents and are to be examined by a Naval Ophthalmic Specialist should they later apply for a Permanent Commission.

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DENTAL STANDARDS

3. The candidate's teeth must be in a healthy condition and adequate for the efficient mastication of food. Any defects must be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not necessarily disqualify a candidate who is fit and suitable in every other respect.

TRAINING, PROMOTION AND CAREER PROSPECTS: NOTES

1. The following notes say what the position is at present as regards promotion and career prospects, but changes may be made from time to time.

TRAINING

2. Medical cadets will be required to undergo a period of 2 weeks' training at the Britannia Royal Naval College, Dartmouth, within the first 6 months of their cadet service. This training will be of general nature to introduce them to the customs and traditions of the Service. In the subsequent period of their cadetship and during their pre-registration year they may be required to have further training; subject always to Medical School and Hospital requirements. During this training cadets will wear uniform.

3. While at Medical School cadets will follow the normal routine of medical students. They will wear civilian clothes, and be regarded as ordinary students and expected to take a normal part in the corporate life of the Medical School.

4. The aim will be to provide pre-registration entries with training, along the same lines as that for medical cadets (para. 2 refers) before the beginning of their first pre-registration appointment. If this is not possible such training will be provided as soon as it can be fitted in with the requirements of hospital appointments.

PROMOTION

5. Medical Cadets will enter in the rank of Surgeon Sub-Lieutenant, and be promoted to Acting Surgeon Lieutenant after qualifying, on taking up pre-registration appointments. Pre-registration doctor candidates will enter in the rank of Acting Surgeon Lieutenant.

6. Promotion to Surgeon Lieutenant will be made on registration. Short Service Commissions begin at this point.

7. Officers will be promoted to Surgeon Lieutenant Commander on attaining 5 years seniority as Surgeon Lieutenant. Officers who transfer to Full Career or 16-year Pensionable Commissions (see below) will be eligible for promotion to Surgeon Commander and above by selection.

GRATUITIES

8. Tax-free gratuities are payable on satisfactory completion of Short Service Commissions. Details will be notified separately.

TRANSFER TO 16-YEAR PENSIONABLE COMMISSIONS

9. Officers who have served 12 months or more of a Short Service Commission may apply for transfer to a 16-year Pensionable Commission. To be eligible for this, they must be able:—

(*a*) to complete at least 16 years' service reckonable for retired pay purposes before reaching their compulsory retirement age;

(*b*) to serve a minimum of 10 years from the date of transfer to a 16-year Pensionable Commission.

10. A taxable grant will be paid to Officers who undertake a 16-year Pensionable Commission, but those who retire before completing 16 years will be required, at Ministry of Defence discretion, to refund in whole or part the grant received. Details are in the leaflet enclosed.

11. An officer transferring to a 16-year Pensionable Commission will not be entitled to a gratuity for the completed portion of his Short Service Commission in addition to the grant, but service on that commission may count towards an ultimate award of retired pay or gratuity.

12. Medical Officers serving on 16-year Pensionable Commissions will be considered for promotion to Surgeon Commander on the same basis as Full Career Commission officers.

13. It will be possible for officers on 16-year Pensionable Commissions to seek transfer to a Full Career Commission but no further grant is payable. Reversion to a Short Service Commission will not be allowed.

TRANSFER TO A FULL CAREER COMMISSION

14. Officers who wish to be transferred to Full Career Commissions may be allowed to do so at the discretion of the Admiralty Board. In determining the number to be transferred, consideration will be given by the Admiralty Board to the number of higher appointments available.

15. A Full Career Commission Grant will be paid to Medical Officers whose transfer to a Full Career Commission is approved, unless they have transferred from a 16-year Pensionable Commission and have already received a grant.

(*a*) Payment of these Grants will be made after the completion of one year's satisfactory commissioned service in the Medical Branch of the Royal Navy. If this has been performed before transfer to a Full Career Commission, payment of the grant will be made on the commission being granted. The acceptance of a Full Career Commission implies an undertaking to serve until the normal retiring age. If, however, an officer applies to resign or retire before the completion of his service, and Service requirements allow him to be released, the Ministry of Defence reserve the right to require a refund of the whole or part of the Full Career Commission Grant.

(*b*) Officers who transfer to a Full Career Commission will not be entitled to a gratuity in respect of the completed portion of their Short Service Commission in addition to the Full Career Commission Grant; but service on that commission may count towards an ultimate award of retired pay or gratuity.

(*c*) Officers cannot revert from a Full Career Commission to a Short Service Commission.

## DENTAL OFFICERS
## SHORT SERVICE COMMISSIONS—ENTRY REGULATIONS

INTRODUCTION

1. There are opportunities for qualified male and female dentists to enter the Royal Naval Dental Service on Short Service Commissions. These Commissions are for 3 or 5 years, and gratuities are payable on successful completion of these periods. In both cases the period of active service is followed by 4 years on the Emergency List. Whilst on the Emergency List, officers would be liable for service only in war or other national emergency.

2. Preference will be given to candidates applying for the longer term commission.

3. The entry regulations are detailed as follows:

Part 1. Methods of Selection
Part 2. General Conditions of Entry
Part 3. Medical Standards.

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There are also some short notes, not forming part of the regulations, on naval training and career prospects.

## PART 1
## METHODS OF SELECTION

### APPLICATIONS

1. Applications for entry should be addressed to the Medical Director General (Naval), Ministry of Defence, Empress State Building, London, SW6 1TR.

### INTERVIEW AND MEDICAL EXAMINATION

2. Candidates will be interviewed by the Director of Naval Dental Services at the Ministry of Defence, Empress State Building, London, SW6 1TR.

3. Arrangements will also be made for candidates to undergo a medical examination on the same day as their interview. Candidates who are below the physical or visual standards for general duties as a Naval Dental Officer may appeal if they so wish to the Naval Medical Board of Appeal. This consists of a representative of the Medical Director General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the disqualification. The nominal fee of one pound, which must accompany an appeal, is refunded if the appeal is successful. Expenses incurred in travelling, meals and accommodation for attendance at Appeals Boards are not refunded.

### TRAVELLING AND OTHER EXPENSES

4. Where travelling expenses above 25p are incurred within the United Kingdom, in order to attend the interview and medical examination, 2nd class rail and bus fares from a candidate's normal place of residence will be refunded for the whole amount. Candidates who have to travel long distances within the United Kingdom to attend the interview and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meals, bed and breakfast for each night necessarily spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded.

## PART 2
## CONDITIONS OF ENTRY

### PROFESSIONAL QUALIFICATIONS

1. Candidates must possess a Degree of Licence in Dental Surgery of a British University or Licensing Body, and must be registered under the Medical or Dentists Acts in force in the United Kingdom. They must be recommended by the Deans of their Schools; the Ministry of Defence will obtain this recommendation.

### AGE LIMITS

2. Candidates up to the age of 32 will be considered.

### NATIONALITY

3. To be eligible candidates must:—

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland;
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may be accepted in special circumstances by permission of the Secretary of State for Defence. Their applications should, if possible, be accompanied by the following documents:—

(1) Naturalisation Certificate or evidence of naturalisation
(2) Parents' birth and marriage certificates
(3) Candidate's and parents' passports.

4. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry, to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect candidates' citizenship of the Republic of Ireland.

### RESIDENTIAL QUALIFICATION

5. Candidates who are not of U.K. origin should have resided in the United Kingdom for a minimum of 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

### UNIFORM

6. Before joining, officers will be required to provide themselves with a minimum of uniform, details of which will be supplied. A cash grant towards the provision of the necessary outfit of uniform is payable in addition to a free issue of certain articles of clothing. Grants on this scale are not payable to officers who have already received outfit in respect of previous periods of Naval Service as officers. Such officers may receive modified grants which will depend upon the length of break in service.

7. If for any reason an officer is permitted to leave the Royal Navy voluntarily he will be required, at the discretion of the Admiralty Board, to refund the value of the outfits and cash grants issued to him on the following scale:—

| | |
|---|---|
| Grants paid and issues made less than one year before the date of resignation .. .. .. .. | In full |
| Grants paid and issues made over one year but less than 2 years before date of resignation .. | Two-thirds |
| Grants paid and issues made over 2 years but less than 3 years before date of resignation .. .. | One-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. | Nil |

The amount of refund will be reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made to measure garments.

## PART 3
## MEDICAL STANDARDS

1. The following is a list of defects which may cause rejection:—

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.
(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
(2) abnormal spinal conditions, abnormal locomotion, amputations.
(3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.
(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity* Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal, and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

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(c) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(d) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(e) *Disorders of the Central Nervous System* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(f) *Deformity or any chronic disease of eyes or eyelids.*

(g) *Diseases of the Ear, Nose and Throat*
(1) *Perforations*—an unhealed perforation is a bar to entry.
(2) *Mastoid Operation* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval E.N.T. Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.
(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(h) *Diseases of the Chest* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director-General (Naval) for decision.
(1) *Asthma* where this forms, or is likely to form, a serious impediment to the efficient performance of duty.

(i) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director-General (Naval).

(j) *Rheumatic Fever* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years' freedom from recurrence, no prophylaxis having been given, or
(3) the candidate is over age 25 years and has been three years free of recurrence.

(k) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic Ulcer
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistula or fissure of anus; Haemorrhoids.

(m) *Genito-Urinary Conditions*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.
(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.
(4) Stricture of the urethra.
(5) Incontinence of urine.
(6) Enuresis, if this is within the last 2 years.
(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.
(8) Serious defect or malformation of the genital organs.
(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.
(10) Diseases and malformation of the kidneys.
(11) Urolithiasis.

(n) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.
(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(o) *Metabolic Conditions* diseases of the thyroid gland, hyperthyroidism, myxoedema.

(p) *Gynaecological Disorders* a history of menstrual or gynaecological disorders unless very minor will normally entail rejection. In cases of doubt a specialist gynaecological opinion should be obtained.

## VISUAL STANDARDS

2. Both eyes to be healthy, the vision to be correctable to 6/6:6/24 or to 6/12:6/12 at least. The candidate should be able to read N.5 one eye, N.6 the other eye. There should be no history of asthenopia.

The refractive error should not exceed:—
(a) 7 dioptres of hypermetropia or of compound hypermetropic astigmatism under hematropine in the meridian of greater error in either eye.
(b) 7 dioptres of myopia or of compound myopic astigmatism under hematropine in the meridian of greater error in either eye. The fields of vision should be full.

The minimum standard of Colour Perception is Standard Four.

An alternating concomitant squint with small deviation (not abnormal cosmetically), is permitted, but vision must be capable of correction to 6/24 in the worse eye.

If binocular vision is present, heterophoria (Maddox red at 6 metres) must not exceed:—

| | |
|---|---|
| Eso- and Exo-phoria .. | 6 prism dioptres |
| Hyperphoria .. .. | 1 prism dioptre. |

3. Candidates who are accepted with a distant visual acuity of less than 6/60:6/60 and whose vision does not correct up to 6/12 or better in either eye are to have this fact noted in their medical history documents and are to be examined by a Naval Ophthalmic Specialist should they later apply for a Full Career Commission.

## DENTAL STANDARDS

4. The candidate should have no marked oral deformity and the teeth must be in a healthy condition and adequate for the efficient mastication of food. Any defects must be remedied prior to entry. The wearing of artificial dentures, provided they are

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well-fitting, will not disqualify a candidate who is fit and suitable in every other respect.

## PART 4

## TRAINING, PROMOTION AND CAREER PROSPECTS

(This information is for guidance only and does not form part of the Entry Regulations. From time to time changes may be made in the conditions of service.)

### TRAINING

1. A course of instruction on Naval Regulations and procedure is given to each Short Service Officer on entry.

2. Post-graduate courses are arranged at recognised civil teaching centres for officers selected for specialised posts.

### PROMOTION AND SENIORITY

3. An officer will normally be entered as Surgeon Lieutenant (D) and promoted to Surgeon Lieutenant-Commander (D) after attaining 5 years' seniority as Surgeon Lieutenant (D). Promotion to the rank of Surgeon Commander (D) and above is by selection, subject to completion of such periods of service and such other conditions as may be specified from time to time.

### SENIORITY

4. (*a*) Previous service on the Active List in the Armed Forces. Previous commissioned service in the Armed Forces as a Dental Officer will be allowed to count in full towards seniority, promotion and pay, whilst other previous commissioned service on the Active List in the Armed Forces will count as half for seniority, promotion and pay. All previous commissioned service in the Armed Forces from age 21, subject to there not being a break of more than 5 years before re-entry, will count in full for retired pay. In any case where there is a break of more than 5 years a Ministry of Defence decision should be sought.

(*b*) Recognised dental experience after full registration in a hospital or civilian practice may render an officer eligible for the grant of an antedate of seniority up to a maximum of 7 years, the basis of calculation being:—

| | |
|---|---|
| First 4 years approved experience .. .. .. .. | In full |
| Subsequent experience as a Specialist .. .. .. | In full |
| Other recognised experience .. | In half |

5. The Director Naval Dental Services will decide as to the suitability of the officer's civilian experience for the purpose of granting an antedate. Additional seniority so granted will count for increase of pay and promotion but will not reckon as service for retired pay or gratuity.

### TRANSFER TO 16-YEAR PENSIONABLE COMMISSION

6. Male officers who have served 12 months or more of a Short Service Commission may apply for transfer to a 16-year Pensionable Commission. To be eligible for this, they must be able:—

(*a*) to complete at least 16 years' service reckonable for retired pay purposes before reaching their compulsory retirement age;

(*b*) to serve a minimum of 10 years from the date of transfer to a 16-year Pensionable Commission.

7. A taxable grant will be paid to officers who undertake a 16-year Pensionable Commission, but those who retire before completing 16 years will be required at Ministry of Defence discretion to make refund in whole or part of the grant received.

8. Officers transferring to a 16-year Pensionable Commission will not be entitled to a gratuity for the completed portion of their Short Service Commission in addition to the grant, but his service on that commission may count towards an ultimate award of retired pay or gratuity.

9. Dental Officers serving on 16-year Pensionable Commissions will be considered for promotion to Surgeon Commander (D) on the same basis as Full Career Officers.

10. It will be possible for officers on 16-year Pensionable Commissions to seek transfer to Full Career Commissions. Reversion to Short Service Commissions will not be permitted.

11. Applications from Short Service Dental Officers to transfer to 16-year Pensionable Commissions should be sent through the usual channels to reach Head of Naval Personnel Division 2 by 30th November each year for the selection to be made during the following year. They must be accompanied by evidence of medical fitness in accordance with BR 1750A, a report on Form S206 and a recommendation by the Commanding Officer, and Fleet, Command or Staff Dental officer where appropriate, on the officer's suitability for transfer to a 16-year commission.

### TRANSFER TO FULL CAREER COMMISSION

12. Male officers who have served 12 months or more of a Short Service Commission or, are serving in a 16-year pensionable commission may apply for transfer to a Full Career Commission. Officers are transferred to a Full Career Commission at the discretion of the Admiralty Board and in determining the number to be transferred consideration will be given by the Admiralty Board to the number of higher appointments available from time to time for Full Career Officers.

13. A taxable Full Career Commission Grant will be paid to Dental Officers whose transfer from a Short Service Commission to a Full Career Commission is approved.

(*a*) The acceptance of such a commission implies an undertaking to serve until the normal retiring age. If, however, an officer applies to resign or retire before the completion of his service and Service requirements allow him to be released, the Ministry of Defence reserve the right to require a refund of the whole or part of the Full Career Commission grant.

(*b*) Officers who transfer from a Short Service to a Full Career Commission will not be entitled to a gratuity in respect of the completed portion of their Short Service Commission in addition to the Full Career Commission Grant, but his service in that commission will count towards an ultimate award of retired pay or gratuity.

(*c*) Officers cannot revert from a Full Career Commission to a Short Service Commission.

14. Applications from Short Service Dental Officers to transfer to Full Career Commissions should be sent through the usual channels to reach Head of Naval Personnel Division 2 by 30th November each year for the selection to be made during the following year. They must be accompanied by evidence of medical fitness in accordance with BR 1750A, a report on Form S206 and a recommendation by the Commanding Officer, and Fleet, Command or Staff Dental Officer where appropriate, on the officer's suitability for transfer to a Full Career Commission.

15. Any officer who has been given an antedate of senority during his Short Service Commission will transfer to a Full Career Commission or 16-year Pensionable Commission with that seniority.

### PAY AND GRATUITIES

16. Details of pay and tax free gratuities which are awarded to officers on satisfactory completion of 3 or 5 year Short Service Commissions will be notified separately.

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# DENTAL CADETSHIPS—ENTRY REGULATIONS

## INTRODUCTION

1. The Royal Navy awards annually a small number of Dental Cadetships leading to a 5-year Short Service Commission as a Dental Officer. Cadetships are open to male and female dental students with not more than 7 terms and not less than 3 terms of study remaining before their expected date of qualification, and are tenable for the last 6 terms or less of such study.

2. On completion of the Short Service Commission officers will be entitled to a gratuity. They will be placed on the Emergency List for a period of 4 years, but would be liable for service only in war or other national emergency.

3. Entrants are paid throughout their training prior to qualification. In addition Cadetship holders will receive an educational grant, and tuition fees will also be paid. Details are given in the separate leaflet enclosed. They will, however, have to repay the grant and fees if they wish to withdraw from the Navy before completing their Short Service Commission.

4. The entry regulations are detailed as follows:—

Part 1. Methods of Selection and Award
Part 2. General Conditions of Entry
Part 3. Medical Standards.

There are also some short notes, not forming part of the regulations, on naval training and career prospects.

## PART 1
## METHODS OF SELECTION AND AWARD

### APPLICATIONS

1. The application form should be completed and returned together with educational certificates to Medical Director General (Naval), Ministry of Defence, Empress State Building, London, SW6 1TR.

In addition a Registrar's copy of the candidate's birth certificate must be supplied or, if one cannot be obtained, other documentary evidence (which may be a statutory declaration before a magistrate) giving exact date of birth. Any candidate who has not received an acknowledgement of his application within 10 complete days should write at once to the above address.

### INTERVIEW

2. Dental Cadetship candidates who appear suitable will be required to attend an Interview Board at the Royal Naval Hospital, Haslar, Gosport, Hampshire.

### MEDICAL EXAMINATION

3. Cadetship candidates will undergo a medical examination at Royal Naval Hospital, Haslar, when they attend for interview.

### TRAVELLING AND OTHER EXPENSES

4. Railway warrants will be provided where the cost of return travel to the interview exceeds 25p. Candidates who have to travel long distances for interview and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast, for each night necessarily spent away from home. The limits of refund are given in the enclosed leaflet. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded. Free messing and accommodation will be provided for those candidates interviewed at Royal Naval Hospital, Haslar.

### AWARD OF CADETSHIPS

5. Notification of awards will be made as soon as possible after the interview. Successful cadetship candidates who are in receipt of assistance from public funds should inform the appropriate Local Education Authority or other award-making body immediately they are awarded a Royal Naval Dental Cadetship. It should be assumed that no further assistance will be given by that body after the date on which the cadetship commences.

## PART 2
## GENERAL CONDITIONS OF ENTRY

### EDUCATIONAL QUALIFICATIONS

1. Candidates must have passed their 2 BDS and have 7 or less terms of study remaining before their expected date of qualification.

### AGE LIMITS

2. There are no fixed age limits, but dental cadetship candidates will normally be required to be no more than 25 years of age at the time of taking up the cadetship.

### NATIONALITY

3. To be eligible candidates must:—

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and
(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Such applications should be accompanied by the following documents:—

(*a*) naturalisation certificate or evidence of naturalisation;
(*b*) parents' birth and marriage certificates;
(*c*) candidate's and parents' passports.

4. Candidates who are citizens of the Republic of Ireland will be required as a condition of entry to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect a candidate's citizenship of the Republic of Ireland.

### RESIDENTIAL QUALIFICATION

5. Candidates who are not of U.K. origin should have resided in the United Kingdom for at least 5 years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

### UNIFORM

6. Officers will be required to provide themselves with a minimum of uniform, details of which will be supplied. A cash grant towards the provision of the necessary items is payable in addition to a free issue of certain articles of clothing.

### CONDUCT

7. The Ministry of Defence reserves the right to terminate an appointment at any time if an officer

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fails to display the qualities required of a naval officer, or his conduct is unsatisfactory. It is a condition of entry that an officer whose appointment is terminated compulsorily will be required to return his principal items of free issue uniform, charges being raised against the officer for any specified article not returned.

REGISTRATION

8. On qualification a Cadet must register with the General Dental Council as a dental practitioner.

FINANCIAL LIABILITY

9. Should an officer entered as a Dental Cadet be permitted to leave the Royal Navy voluntarily before qualifying, or before completing his Short Service Commission subsequent to qualification, he will be required to refund to the Ministry of Defence his educational grant and tuition fees paid from public funds. An undertaking to this effect will be required. A similar refund will be required should a cadet's appointment be terminated because he has failed to qualify as a result of lack of diligence, or should he become medically unfit for reasons attributable to his own fault.

10. In addition, if an officer withdraws voluntarily he will be required, at the discretion of the Admiralty Board, to refund the value of the uniform outfits and cash amounts issued to him on the following scale:

| | |
|---|---|
| Grant paid and issues made less than 1 year before date of resignation .. .. .. .. .. | In full |
| Grants paid and issues made more than one year but less than 2 years before date of resignation .. .. | Two-thirds |
| Grants paid and issues made more than 2 years but less than 3 years before date of resignation .. .. | One-third |
| Grants paid and issues made more than 3 years before date of resignation .. .. .. .. | Nil |

11. The amount of refund will be reduced by the value of any kit deficiency certificates surrendered by the officer, or any articles of free issue clothing returned to store in a new and unmarked condition, with the exception of made-to-measure garments.

## PART 3
## MEDICAL STANDARDS

1. The following is a list of defects which may cause rejection:—

(*a*) *Poor Physique* imperfect development or skeletal deformity either hereditary or acquired.

(1) asymmetry of torso or limbs, limitation of movement of joints, the presence of muscular wasting.
(2) abnormal spinal conditions, abnormal locomotion, amputations.
(3) Hallux Valgus, Hallux Rigidus, Hammer toes, Pes Cavus, Flat Feet.
(4) malformation of the head. Deformity from fracture or depression of the bones of the skull.

(*b*) *Obesity* Providing that the candidate's cardiovascular and respiratory systems are within normal limits, that the exercise tolerance is normal and that there is no undue dyspnoea on exertion, the candidate's actual weight may be ignored.

(*c*) *Skin Disease* unless temporary or trivial. Psoriasis, chronic eczema, dermatitis, alopecia areata or a history of such conditions must be considered cause for rejection.

(*d*) *Psychiatric Disorders* or a history thereof, including anxiety states, depression, impaired intellect, emotional instability, stammer.

(*e*) *Disorders of the Central Nervous System* Organic disease of the CNS; Epilepsy; Migraine if recurrent and of sufficient severity to require medical treatment or absence from work is normally a bar to entry.

(*f*) *Deformity or any chronic disease of eyes or eyelids*

(*g*) *Diseases of the Ear, Nose and Throat*
(1) *Perforations*—an unhealed perforation is a bar to entry.
(2) *Mastoid Operation* A radical mastoid operation is a bar to entry. A modified radical mastoid operation may be acceptable on the advice of a Naval E.N.T. Specialist. A cortical mastoid operation, providing the ear is healthy, the tympanic membrane intact and there is no defect of hearing, is not a cause for rejection.
(3) Disease of the bones or cartilage of the nose, and nasal polypus. Disease of the naso-pharynx. Simple septal deviations or nasal deformities are not cause for rejection.
(4) Disease of the throat or palate. Disease or injury affecting the normal function of either mandibular joint.
(5) *Tonsilitis* apparent enlargement of the tonsils is not a cause for rejection.
(6) *Sinusitis* repeated attacks of sinusitis, which have been severe enough to cause incapacity will usually entail rejection. In case of doubt, a specialist opinion should be obtained.

(*h*) *Diseases of the Chest* Definite evidence of disease of the lungs or pleura. Cases of doubt should be referred to the Medical Director-General (Naval) for decision.
(1) *Asthma* where this forms, or is likely to form, a serious impediment to the efficient performance of duty.

(*i*) *Cardio-vascular* functional or organic disease of the heart and blood vessels. Congenital heart disease excepting those with an uncomplicated lesion such as patent ductus arteriosus or atrial septal defect which has been completely cured by surgery. These cases may be accepted for entry subject to approval by the Medical Director-General (Naval).

(*j*) *Rheumatic Fever* An established history of rheumatic fever may be accepted in the absence of abnormal cardiac signs provided:
(1) there has been anti-streptococcal antibiotic prophylaxis for a period of 5 years without recurrence, or
(2) there has been ten years' freedom from recurrence, no prophylaxis having been given, or
(3) the candidate is over age 25 years and has been three years free of recurrence.

(*k*) *Disease of the liver, spleen, stomach or bowels*
(1) Peptic Ulcer.
(2) Hernia does not entail rejection. However, a satisfactory surgical repair must have been carried out before a candidate can be allowed to enter.
(3) Fistula or fissure of anus; Haemorrhoids.

(*m*) *Genito-Urinary Conditions.*
(1) Congenital, active or latent syphilis. Gonorrhoea.
(2) Albuminuria, unless three consecutive first morning specimens are found to be clear of albumin. Any deposit is also to be checked.

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(3) Glycosuria, unless a satisfactory report on a sugar tolerance test is produced.

(4) Stricture of the urethra.

(5) Incontinence of urine.

(6) Enuresis, if this is within the last 2 years.

(7) Hydrocele and Varicocele except that a satisfactory surgical repair will normally render a candidate fit for entry.

(8) Serious defect or malformation of the genital organs.

(9) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease, or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring it must be either removed or brought down into the scrotum. If the result of the operation is satisfactory, and the other testicle is in the scrotum and normal in character, the candidate may be accepted.

(10) Diseases and malformations of the kidneys.

(11) Urolithiasis.

(*n*) *Allergic Diseases* where these form, or are likely to form, a serious impediment to the efficient performance of duty.

(1) *Hay fever* mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication.

(*o*) *Metabolic Conditions* diseases of the thyroid gland, hyperthyroidism, myxoedema.

(*p*) *Gynaecological Disorders* a history of menstrual or gynaecological disorders unless very minor will normally entail rejection. In cases of doubt a specialist gynaecological opinion should be obtained.

VISUAL STANDARDS

2. Both eyes to be healthy, the vision to be correctable to 6/6, 6/24 or to 6/12, 6/12 at least. The candidate should be able to read N.5 one eye, N.6 the other eye. There should be no history of asthenopia. The refractive error should not exceed:—

(*a*) 7 dioptres of hypermetropia or of compound hypermetropic astigmatism under homatropine in the meridian of greater error in either eye

(*b*) 7 dioptres of myopia or of compound myopic astigmatism under homatropine in the meridian of greater error in either eye.

The fields of vision should be full.

The minimum standard of Colour Perception is Standard Four.

An alternating concomitant squint with small deviation (not abnormal cosmetically) is permitted, but vision must be capable of correction to 6/24 in the worse eye.

If binocular vision is present, heterophoria (Maddox red at 6 metres) must not exceed:—

| | | |
|---|---|---|
| Eso- and Exo-phoria | .. | 6 prism dioptres |
| Hyperphoria | .. .. | 1 prism dioptre. |

Candidates who are accepted with a distant visual acuity of less than 6/60:6/60 and whose vision does not correct up to 6/12 or better in either eye are to have this fact noted in their medical history documents and are to be examined by a Naval Ophthalmic Specialist should they later apply for a Permanent Commission.

DENTAL STANDARDS

3. The candidate's teeth must be in a healthy condition and adequate for the efficient mastication of food. Any defects must be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not necessarily disqualify a candidate who is fit and suitable in every other respect.

TRAINING, PROMOTION AND CAREER PROSPECTS: NOTES

1. The following notes say what the position is at present as regards promotion and career prospects, but changes may be made from time to time.

TRAINING

2. Dental cadets will be required to undergo a period of 2 weeks' training at the Britannia Royal Naval College, Dartmouth within the first 12 months of their Cadet Service. This training will be of a general nature to introduce them to the customs and traditions of the Service. In the subsequent period of their cadetship they may be required to have further training; subject always to Dental School or Hospital requirements. During this training cadets will wear uniform.

3. While at Dental School cadets will follow the normal routine of dental students. They will wear civilian clothes, and be regarded as ordinary students and expected to take a normal part in the corporate life of the Dental School.

PROMOTION

4. Dental Cadets will enter in the rank of Surgeon Sub-Lieutenant (D) and be promoted to Surgeon Lieutenant (D) on starting their Short Service Commissions.

5. Officers who transfer to Full Career or 16-year Pensionable Commissions (see below) will be promoted to Surgeon Lieutenant-Commander (D) on attaining 5 years' seniority as a Surgeon Lieutenant (D). Promotion to Surgeon Commander (D) and above is by selection.

GRATUITIES

6. Tax-free gratuities are payable on satisfactory completion of Short Service Commissions. Details will be notified separately.

TRANSFER TO 16-YEAR PENSIONABLE COMMISSIONS

7. Male officers who have served 12 months or more of a Short Service Commission may apply for transfer to a 16-year Pensionable Commission. To be eligible for this, they must be able:—

(*a*) to complete at least 16 years' service reckonable for retired pay purposes before reaching their compulsory retirement age;

(*b*) to serve a minimum of 10 years from the date of transfer to a 16-year Pensionable Commission.

8. A taxable grant will be paid to officers who undertake a 16-year Pensionable Commission, but those who retire before completing 16 years will be required, at Ministry of Defence discretion, to refund in whole or part the grant received. Details are in the leaflet enclosed.

9. An officer transferring to a 16-year Pensionable Commission will not be entitled to a gratuity for the completed portion of his Short Service Commission in addition to the grant, but service on that commission may count towards an ultimate award of retired pay or gratuity.

10. Dental Officers serving on 16-year Pensionable Commissions will be considered for promotion to

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Surgeon Commander (D) on the same basis as Full Career Commission Officers.

11. It will be possible for officers on 16-year Pensionable Commissions to seek transfer to a Full Career Commission, but no further grant is payable. Reversion to a Short Service Commission will not be allowed.

TRANSFER TO FULL CAREER COMMISSION

12. Male officers who wish to be transferred to Full Career Commissions may be allowed to do so at the discretion of the Admiralty Board. In determining the number to be transferred, consideration will be given by the Admiralty Board to the number of higher appointments available.

13. A Full Career Commission Grant will be paid to Dental Officers whose transfer to a Full Career Commission is approved (unless they have transferred from a 16-year Pensionable Commission and have already received a grant).

(*a*) Payment of these grants will be made after the the completion of one year's satisfactory commissioned service in the Dental Branch of the Royal Navy. If this has been performed before transfer to a Full Career Commission, payment of the grant will be made on the commission being granted. The acceptance of a Full Career Commission implies an undertaking to serve until the normal retiring age. If, however, an officer applies to resign or retire before the completion of his service, and Service requirements allow him to be released, the Ministry of Defence reserve the right to require a refund of the whole or part of the Full Career Commission Grant.

(*b*) Officers who transfer to a Full Career Commission will not be entitled to a gratuity in respect of the completed portion of their Short Service Commission in addition to the Full Career Commission Grant; but service on that commission may count towards an ultimate award of retired pay or gratuity.

(*c*) Officers cannot revert from a Full Career Commission to a Short Service Commission.

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## ENTRY OF BOYS BETWEEN THE AGE OF 16 YEARS AND 17 YEARS 6 MONTHS AS JUNIOR RATINGS

GENERAL REGULATIONS

1. The entry of Junior ratings between the ages of 16 and 17 years six months is for Long Service.

The entry covers Seamen (who may be selected after entry for Radio Operator), and the Engineering, Electrical, medical, Supply and Secretariat and Fleet Air Arm Branches.)

2. Candidates are provisionally accepted by Careers Information Officers, Royal Navy and Royal Marines at any R.N. and R.M. Careers Information Office. On final acceptance, Seamen and Marine Engineering entrants are sent to H.M.S. *Raleigh*, the remainder to H.M.S. *Ganges*, for New Entry Training. Seamen remain at H.M.S. *Raleigh* others going to the appropriate Establishment for further Specialist training.

3. Every candidate must satisfy the following conditions

(*a*) he must be of good character;

(*b*) he must be of robust frame, intelligent, of perfectly sound and healthy constitution, free from any physical defects or malformations and not subject to fits;

(*c*) he must present himself for a simple entrance examination consisting of (i) a test of general knowledge; (ii) a mathematics test, mainly on elementary arithmetic; (iii) spelling and (iv) an intelligence test;

(*d*) he must be within the prescribed age limits in force at the time (see paragraph 1).

This must be proved by the production of a certificate of birth.

(*e*) his height must be 5 feet 1 inch; or over.

(*f*) he must be willing to engage for a Career Engagement—12 years service, of which period 9 years service (the full period for Medical Technicians) from age of 18 or date of entry, if later, will be served in the R.N. (in addition to any period necessary before reaching that age) followed by the residue, if any, of the 12 years service being completed in the RFR.

At age 18 all Junior Recruits have the right to opt to remain on the Career engagement or transfer to a Notice Engagement which permits the rating to give 18 months notice to leave the R.N. at any time after 18 months service from the age of 18 or completion of training, whichever is later.

Transfer from Career to Notice Engagement is not permitted at any other time but a rating on Notice Engagement can transfer to a Career Engagement which carries better rates of pay at any time.

After 4 weeks service, excluding leave, a Junior entrant can claim his discharge at any time within his first 6 months service by giving 14 days notice.

(*g*) every candidate must obtain his parents or guardians written consent to his entering the Navy. For Seamen this authorises service as a Radio Operator or any Specialisation within the Seaman Branch.

4. More detailed particulars can be obtained from any Royal Navy Careers Information Office.

5. A candidate must

(*a*) at all times since birth have been a British subject (i.e. a citizen of the United Kingdom and Colonies or of a Commonwealth country) or a citizen of the Republic of Ireland and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland and

(*c*) have parents both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were British subjects or citizens of the Republic of Ireland;

(*d*) if not of United Kingdom origin normally has resided in the United Kingdom for a minimum of five years immediately preceding application.

Candidates not able to satisfy these conditions may, nevertheless, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted for entry.

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# ENTRY AND TRAINING OF ARTIFICER APPRENTICES

1. METHOD OF SELECTION. Artificer Apprentice candidates first undergo a selection procedure comprising interview and aptitude tests; those who are successful are then required to pass a Navy Department examination unless they can claim exemption from this examination in any of the following ways:

(*a*) by obtaining passes at the Ordinary Level in mathematics and a suitable science subject, or in mathematics and English language in a General Certificate of Education;

(*b*) by obtaining passes at the Ordinary grade in mathematics and a suitable science subject, or in mathematics and English in the Scottish Certificate of Education;

(*c*) by obtaining passes at Grade I in mathematics and a suitable science subject, or in mathematics and English in the Certificate of Secondary Education; or, alternatively, by obtaining passes at Grade 2 in Mathematics, English and a suitable Science subject.

(*d*) by obtaining a General Course of Engineering Certificate (G2);

(*e*) by obtaining a pass in mathematics and an aggregate pass in two of the three science subjects in the Northern Ireland Technical Certificate;

(*f*) by producing evidence of having passed any other examination which in the opinion of the Ministry of Defence (Navy Department) is of equivalent or higher standard.

*Note:* Arithmetic is not an acceptable alternative to mathematics.

2. The entry is competitive and acceptance will also depend on the number of vacancies available.

3. METHOD OF APPLICATION AND RECOMMENDATION. Application may be made by letter or in person to any R.N. and R.M. Careers Office. On receipt of an application the Careers Office concerned will request a character reference from the headmaster of the school the candidate is attending or, if he has left school, of the school he last attended. Candidates required to take the Naval qualifying examination should apply by the first Tuesday in February, May or October for entry in the following May, September or January respectively, but applications from candidates who are exempt from the examination can be accepted up to one month before the entry date.

4. INTERVIEW, APTITUDE TESTS AND MEDICAL EXAMINATION. The interview and aptitude tests are carried out at a Naval Careers Office. They are designed to assess the candidate's aptitude for practical work and his suitability for intensive training in an engineering trade and in due course for a Naval career.

5. A candidate who fails in the aptitude tests may, provided he remains within the age limit, apply again four months later.

6. Candidates also have to appear before a Medical Officer to ensure that they are of the required medical standard, viz:

7. Candidates must be in good health and of sound constitution, and be free, as far as can be ascertained, from any disease or defect that would unfit them for the duties of Artificer in the Royal Navy.

8. HEARING must be unimpaired.

9. VISION

(*a*) *Visual acuity*—with or without correcting lenses.

| | | |
|---|---|---|
| Better eye 6/6 N.5 | Worse eye 6/24 N.10 | |
| or | 6/12 N.5 | 6/12 N.10 |
| or | 6/9 N.5 | 6/18 N.10 |

(*b*) *Refraction Limits*—a spectacle correction of not more than ±5 dioptres in any meridian.

(*c*) *Colour Perception*—standard 4 as prescribed in BR 1750A.

10. TEETH must be in good condition and afford an efficient masticating area, including sound functionally opposed molars and incisors on both sides of the mouth. The wearing of dentures will not cause rejection provided they fit well.

11. HEIGHT. Candidates must be at least 5 feet 1 inch in height.

12. NAVY DEPARTMENT EXAMINATION. The question papers are the same for all candidates and are supplied to Naval Careers Officers who arrange to hold the examination, notify candidates of the arrangements and subsequently the results. The examination is completed in one day and consists of three papers as shown below:—

| | *Maximum Marks* | *Time Allowed* |
|---|---|---|
| Mathematics .. .. .. | 300 | 1½ hours |
| Science .. .. .. | 200 | 1 hour |
| English .. .. .. | 200 | 1½ hours |

13. Candidates must attain a standard in mathematics, in science, and in the examination as a whole, satisfactory to the examiners.

14. The examination is set by the Ministry of Defence (Navy Department) and is held on the second Tuesday in February, May and October of each year for entry in the following May, September and January respectively. In certain cases arrangements can be made for candidates to sit the examination on the second Tuesday in March, June, July or November, depending on the entry for which he is competing.

15. A candidate who fails the qualifying examination may, provided he remains within the age limits, apply to sit the examination for the next entry. Should he fail at the second attempt, he will be required to undergo the selection procedure again before making a further attempt at the qualifying examination.

16. AGE. Candidates must be between the ages of 16 years and 21 years on the first day of the month of entry, i.e., either January, May or September.

### DEFERMENT OF ENTRY

17. A candidate who is fully qualified for entry in all respects may in certain circumstances be allowed to defer his entry into the Service until some subsequent occasion. His request for such deferment must be made whilst he is undergoing the selection tests. He must at the same time state the entry which he wishes to join. The upper age limit still applies.

18. A rating already serving in the Royal Navy who is within the prescribed age limits may become a candidate for an apprenticeship at the discretion of his Commanding Officer.

19. NATIONALITY. A candidate must:

(*a*) at all times since birth have been a British subject (i.e. a citizen of the United Kingdom and Colonies or of a Commonwealth country) or citizen of the Republic or Ireland; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and

(*c*) have parents both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland;

(*d*) if not of United Kingdom origin, normally have resided in the United Kingdom for a minimum of five years immediately preceding application.

20. Candidates not able to satisfy these conditions may, nevertheless, in exceptional circumstances and with the permission of the Secretary of State for Defence, be accepted for entry.

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21. Consent of Parents on Entry. A successful candidate under 18 years of age must produce the consent, in writing of his parents or legal guardian to his entering the Navy and engaging to serve for 12 years from the age of 18 in addition to whatever period may be served before he reaches that age.

22. Candidates aged 17½ and over on entry have the option of serving on a Notice Engagement. Those under 17½ years will have the right at age 18 to transfer to a Notice Engagement. Such engagements give a right to discharge at 18 months notice at any time after 18 months from completion of the standard training period (5 years). Thereafter there is a liability to serve for up to 3 years in the Royal Fleet Reserve.

23. New entry Apprentices under the age of 17½ (but not transferees from other branches) have the right to be discharged on request and without payment after four weeks' service. Fourteen days of notice of intent (which can be part of the four weeks' service) must be given. This right expires after 6 months' service.

24. Those aged over 17½ on joining can leave after payment of £20 and having completed four weeks' service as follows:—

17½ to 18 on entry—during first 6 months' service or before the age of 18 years 3 months, whichever is earlier.

18 and over on entry—during the first 3 months' service.

## CANDIDATES WITH SERVICE CLAIMS

25. Candidates with Service claims will be selected for entry in preference to others of equal ability. An application for a Service nomination is not an application to be a candidate. This must be rendered separately by the appropriate authority. Candidates are recommended by Commanders-in-Chief at home and abroad, the Admiral Commanding Reserves, Flag Officers Commanding in Home Waters, and the Commandant General Royal Marines.

26. Candidates must be sons of Commissioned Officers, Fleet Chief Petty Officers, Chief Petty Officers or Petty Officers of the Royal Navy; Commissioned Officers or Non-Commissioned Officers, of or above the rank of Sergeant, of Royal Marines; Clerks, Draughtsmen, Inspectors and Foremen of the Artisan branches, or skilled Artisans not below the grade of Chargemen, of H.M. Dockyards. Service nominations are restricted to:—

(*a*) boys whose fathers are dead;

(*b*) boys whose fathers have been invalided or who have, for some similar reason, strong claims to special consideration on compassionate grounds;

(*c*) boys whose fathers can show long and faithful service, or other sound reasons for consideration.

27. In allotting Service nominations under subheading (*a*), preference will be given to boys whose fathers have been killed in action, lost at sea on active service, or killed on duty; or have died of wounds in action or injuries received on duty, within 6 months from the date of such actions or injuries. Boys who are ineligible solely because their fathers were below the rank or grade specified in the paragraph above may be included in the recommendations for nomination if considered deserving and suitable candidates. Their names will, however, be considered after those of candidates whose fathers were of the necessary rank or grade.

28. Parents, if serving, should apply for a recommendation through the Commanding Officer of the ship or establishment in which they are serving, who will transmit the request to the appropriate authority. If not serving, parents should apply to the Flag Officer at the nearest Home Port. Royal Marines, if not serving afloat, should apply to the Director of Drafting, Pay and Records, Royal Marines, Melvill Camp, Eastney, Southsea.

29. Recommendations by one of the authorities quoted above can be accepted at the Ministry of Defence at any time after the boy has attained the age of 14 years 9 months. The latest date for the receipt of recommendations is the closing date for the receipt of applications for the last examination for which the boy is eligible by age.

30. Candidates will be eligible for nomination to an apprenticeship in connection with any competition held after the receipt of the recommendation at the Ministry of Defence. If a candidate fails to qualify at the first attempt and competes on one or more further occasions, the original recommendation for a Service nomination holds good.

31. A brief note of the father's services and of the family circumstances must be given.

32. In exceptional circumstances officers and men holding the ranks or rates mentioned above may apply for a recommendation for boys to whom they stand in the position of guardian. Independent evidence that the boy has been brought up by his guardian for 5 years or more should be forwarded with the recommendation.

## SERVING RATINGS—TRANSFER FROM OTHER BRANCHES TO ARTIFICER APPRENTICE

### RATINGS WHO ARE EDUCATIONALLY QUALIFIED

33. Ratings who meet the educational requirements detailed in sub-paragraph *a-f* above should be dealt with as follows:

(*a*) The candidate must be recommended by his Commanding Officer.

(*b*) Arrangements should be made for the candidate to be interviewed by a Personnel Selection Officer (PSO) for assessment of suitability for transfer. At this interview, the candidate will take the additional tests mandatory for all Artificer Apprentice applicants (117E, 117M, RE, RF and VMD).

(*c*) The PSO is to initiate Form SP(N) Q81B and following the interview complete the 'Careers Advisers Report' Section on page 3. The marks and grades obtained in the tests mentioned at B above are to be inserted on this form. Form SP(N) QR1 is to be obtained from SP(N), Ministry of Defence and attached to SP(N) Q81B. The PSO should then

(1) Prepare a report (in letter form) for the candidate's Commanding Officer, giving recommendations

(2) Send a copy of this letter together with Forms SP(N) Q81B and SP(N) QR1 to Director Naval Recruiting, Ministry of Defence.

(3) Send completed scripts of tests detailed at paragraph 2(*b*) above to SP(N), Ministry of Defence.

(*d*) Following receipt of a favourable PSO report, the candidate's Commanding Officer, if he supports the transfer, should forward a letter of recommendation to the Director of Naval Recruiting together with the candidate's Service Certificate (including Form S264a).

(*e*) Director of Naval Recruiting will consider the application and make a decision on suitability for transfer consulting SP(N) where appropriate. If approval for transfer is given, Director of Naval Recruiting will arrange for completion of the appropriate transfer forms and their onward transmission to Commodore H.M.S. *Centurion* (Naval Drafting Division). The Commanding Officer H.M.S. *Fisgard* will be informed of action taken. See also paragraph 39 below.

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## RATINGS WHO ARE NOT EDUCATIONALLY QUALIFIED

34. Ratings who do not possess the appropriate exemption qualifications detailed in sub-paragraphs *a–f* above should follow the procedure laid down in sub-paragraphs 33 *a–d* above. If found suitable in all other respects, the Director of Naval Recruiting will on receipt of Commanding Officer's recommendation arrange for examination scripts for the next Artificer Apprentice Qualifying Examination (Mathematics, Science and English) to be despatched to the ship or establishment where the candidate is serving. If the candidate is successful in this examination, the procedure detailed in paragraph 33e above will be followed. Should the candidate be unsuccessful in the examination, the results together with Service Certificate will be returned to his Commanding Officer.

## WITHDRAWAL

35. If a candidate withdraws his application, the Director of Naval Recruiting is to be informed and the Forms SP(N) Q81B and QR1 are to be despatched to SP(N) Ministry of Defence.

## CANDIDATES UNABLE TO UNDERTAKE PSO INTERVIEW

36. Where he is serving afloat or where a PSO is not readily available, provided he is recommended by his Commanding Officer, a candidate may at the discretion of the Director of Naval Recruiting be allowed to take the Artificer Apprentice Qualifying Examination before undergoing the PSO's interview. If the candidate is successful at the examination he should attend for a PSO's interview and take the additional mandatory tests at the first available opportunity. The procedure detailed in paragraph 33 *b–e* above should then be followed.

37. A rating applying to transfer to Artificer Apprentice will be required to change to a CS, CS (Notice) or CS(J) engagement as appropriate. Previous service after the age of 18 will count towards such an engagement. He will be required to sign an undertaking signifying he understands that:

(*a*) if his application is successful, and before he actually commences training he will be required to execute a CS engagement.
(*b*) he will be paid at the rate applicable to Artificer Apprentice and will not be allowed to retain his existing pay scale rate.
(*c*) he will be subject to normal advancement rules for Artificer Apprentices and will forfeit any seniority gained prior to transfer.
(*d*) Whilst preference for Branch of Artificer will be considered no guarantee as to specialisation can be given on transfer.

38. The consent of parents or guardian to the transfer to Artificer Apprentice and to change of engagement must be forthcoming before any candidate under the age of 18 can be finally accepted for transfer or commence training. Such consent is obtained on the appropriate transfer forms.

## THE TRAINING OF AN ARTIFICER

39. On entering the Navy the Artificer Apprentice becomes entitled to the normal naval rate of pay of his rating. He joins H.M.S. *Fisgard*, the Royal Naval Artificers' Training Establishment at Torpoint, Cornwall, where he lives and is educated free of charge in an establishment run on the lines of a good technical college. He is appointed to one of the Houses, each of which is named after a famous Admiral, who originally entered the Royal Navy as an Artificer Apprentice and his work and recreational activities are directed by the House Tutor and House Officer.

40. The Apprentice spends two or three terms, which last 8 or 12 months, in H.M.S. *Fisgard*. During this time, he is trained in general craftsmanship, including fitting, metal working and machining as appropriate. He learns enough about the machinery and equipment of the Fleet to assist him in making his choice of category.

41. The educational side of the training of Artificer Apprentices is along the broad lines of the Ordinary National Certificate and all apprentices also have opportunities to sit for General Certificate of Education examinations.

42. Category and Trade Selection. On completion of the first term at H.M.S. *Fisgard* the Apprentice is asked in which category he would like to specialise—Electrical, Marine Engineering or Aircraft. It cannot be guaranteed that he will enter any particular category, but his wishes and his aptitude are carefully considered. During his last 4 months at H.M.S. *Fisgard* he starts on the specialised work of the category to which he has been allocated.

43. Within the following categories Apprentices specialise as follows:

Electrical—Control, Radio or Ordnance Electrical;
Marine Engineering Propulsion or Hull.
Aircraft—Air Engineering, Radio (Air) or Electrical (Air).

Here again, consideration is given to the Apprentice's preference, but his aptitude and the demands of the Service will determine the final choice.

44. Specialist Courses. After leaving H.M.S. *Fisgard*, Aircraft Artificer Apprentices join H.M.S. *Daedalus*, the Air Electrical and Air Engineering School at Lee-on-Solent, Hants. Apprentices of the control, Radio and Ordnance Electrical Categories join H.M.S. *Collingwood*, the Royal Naval Electrical School near Fareham, Hants, and go to sea during their apprenticeship. Electrical and Radio Electrical Artificer Apprentices (Air) go to H.M.S. *Daedalus*, Marine Engineering Artificer apprentices go to H.M.S. *Caledonia*, the Royal Naval Artificers' Training Establishment at Rosyth on the Firth of Forth; these apprentices go to sea for the last 8 months of their apprenticeship.

45. After eight terms' training, Aircraft Artificer Apprentices spend one year at an air station gaining practical experience before returning to H.M.S. *Daedalus* for a further 8 months' training.

46. Electrical Artificers (Air) and Radio Electrical Artificers (Air) do the same after six terms' training but spend only eight months at an air station.

47. At these training establishments and in ships, apprentices receive both theoretical and practical instruction in the operation and upkeep of the machinery and other equipment of the kind for which they will later be responsible. There will, for instance, be lathe work, the taking to pieces and assembling of engines and pumps, aircraft and electrical components, in addition to lectures in which the function of these machines is explained.

48. At these specialist training establishments, academic work proceeds in parallel with the technical instruction for most of the time. All apprentices have the opportunity to gain an Ordinary National Certificate, and over 80% of them do so.

49. Throughout the apprenticeship great emphasis is put on the development of character and powers of leadership to fit the apprentices for the positions of responsibility which they will subsequently hold in the Service.

50. Passing-out Examination. Naval Artificer Apprentices of each category have to pass an examination and a practical test set for their category, and provided they are successful they are rated Artificer 3rd Class on completion of their apprenticeship.

51. Further details and pamphlets describing the entry may be obtained on application to the Director of Naval Careers Service, Old Admiralty Building, Spring Gardens, London, SW1A 2BE, or at any R.N. and R.M. Careers Office.

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## ENTRY OF ADULTS

GENERAL REGULATIONS

1. The entry of adult ratings (i.e. those between the ages of 17½ and 33) is for Long Service and includes all categories except Artificers.

2. Candidates are provisionally accepted by Careers Information Officers, Royal Navy and Royal Marines at any R.N. and R.M. Careers Information Office. On final acceptance, Seamen and Marine Engineering entrants join H.M.S. *Raleigh*, the remainder H.M.S. *Ganges*, for New Entry Training. Seamen remain at H.M.S. *Raleigh*, others going to the appropriate Specialist Establishment for further training.

3. Every candidate must satisfy the following conditions:—

(*a*) he must be of good character.

(*b*) he must be of robust frame, intelligent, of perfectly sound and healthy constitution, free from any physical defects or malformations and not subject to fits.

(*c*) he must present himself for a simple entrance examination consisting of (i) a test of general knowledge, (ii) a mathematics test, mainly on elementary arithmetic, (iii) spelling and (iv) an intelligence test;

(*d*) he must be within the prescribed age limits in force at the time (see paragraph 1). This must be proved by the production of a Certificate of Birth.

(*e*) his height must be 5 feet 1 inch or over.

(*f*) he must be willing to engage for either:

(1) a Career Engagement—12 years service of which period 9 years service (the full period for Medical Technicians) from age of 18 or date of entry if later will be served in the R.N. (in addition to any period before reaching that age) followed by the residue of 12 years service being completed in the RFR, or

(2) a Notice Engagement which, whilst for the same overall period as the Career Engagement above, gives the right to give 18 months notice to leave the R.N. after 18 months service from the completion of training or age of 18 whichever is later. A transfer from Notice to Career Engagement (which carries a higher rate of pay) is permitted at any time but not the reverse.

Early discharge after completing 4 weeks effective service (i.e. excluding leave) is given as follows:—

| *Age on entry* | *Requirement* |
|---|---|
| 17½ but under 17¾ | Within first six months service. Discharge is free on giving 14 days written notice. |
| 17¾ but under 18 | Under age 18¼ Discharge costs £20·00 |
| 18 and over | Within first 3 months Discharge costs £20·00 |

(*g*) if under 18 years of age he must obtain his parents consent in writing to his entering the R.N. For Seamen this authorises service as a Radio Operator or any specialisation within the Seaman Branch.

4. More detailed particulars can be obtained from any Royal Navy Careers Information Office.

5. A candidate must.

(*a*) at all times since birth have been a British Subject (i.e. a citizen of the United Kingdom and Colonies or of a Commonwealth country) or a citizen of the Republic of Ireland and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland and

(*c*) have parents both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were British subjects or citizens of the Republic of Ireland.

(*d*) if not of United Kingdom origin normally have resided in the United Kingdom for a period of five years immediately preceding application.

Candidates not able to satisfy these conditions may, nevertheless, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted for entry.

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## REGULATIONS FOR THE ENTRY OF NURSING OFFICERS

Entry into Queen Alexandra's Royal Naval Nursing Service as a Nursing Officer will, in the first instance, be on a Short Service Basis, and appointments will be made under the following regulations:

QUALIFICATIONS

1. Nurses must be registered on the General Part of the Register of the General Nursing Council for England and Wales, or similarly the General Nursing Council for Scotland, or the Joint Nurses and Midwives Council for Northern Ireland.

2. To produce certificates of training for at least 3 years at a large civil hospital and have at least 1 year's hospital experience since qualifying.

3. To be single or a widow without children.

4. Candidates will be required to attend at the Ministry of Defence for interview and medical examination. Second-class rail or bus fares incurred in travelling in connection with this interview and medical examination from the candidate's normal place of residence in the United Kingdom will be paid by the Ministry of Defence if they exceed the sum of 60p. They may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of £3·20 for each night necessarily spent away from home. This amount may be increased to £3·50 a night when the interview or medical examination is conducted within four miles of Charing Cross.

AGE LIMITS

5. A candidate must be under the age of 34 years on entry. Candidates over the age of 34 years who have former reckonable service wtih the Armed Services, are eligible at the discretion of the Medical Director-General (Naval), provided that the sum of former reckonable service and of service before a candidate reaches her 53rd birthday, is not less than 16 years.

NATIONALITY

6. To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Republic of Ireland; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Republic of Ireland; and

(*c*) have parents, both of whom were born in such a country or territory or in the Republic of Ireland and have always been, or always were, British subjects or citizens of the Republic of Ireland.

Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Secretary of State for Defence, be accepted. Such applicants, or their parents or guardians, are therefore advised to forward their applications at least two months earlier than the advertised closing dates. Their applications should, if possible, be accompanied by the following documents:

(*a*) Naturalisation Certificate or evidence of naturalisation;

(*b*) Parents' birth and marriage certificates;

(*c*) Candidate's and parents' passports.

Candidates who are citizens of the Republic of Ireland will be required, as a condition of entry, to undertake to apply for British nationality (in order to be issued with a British passport). Application for British nationality will in no way affect candidates' citizenship of the Republic of Ireland.

RESIDENTIAL QUALIFICATION

7. Candidates who are not of United Kingdom origin should have resided in the United Kingdom for a minimum of five years immediately preceding the application. This rule may be waived in special circumstances by permission of the Secretary of State for Defence.

PAY AND ALLOWANCES

8. The pay and allowances, etc., of Nursing Officers are contained in the appropriate sections of this Appendix.

LEAVE

9. A maximum of 36 days leave is allowed annually in addition to Public Holidays and four free return railway journeys are permitted for leave purposes. Reduced fares are available for additional journeys.

UNIFORM

10. Each Nursing Officer will be provided with uniform or an allowance in lieu on joining. Tax relief is given by the Inland Revenue Department to assist the Nursing Officer to maintain her uniform. Nursing Officers who fail to serve for 3 years from date of entry will be liable to refund a portion or whole of the initial cost of the uniform.

MESSING

11. Nursing officers will be charged for food and accommodation and will be liable to pay a small daily subscription towards the maintenance of their mess.

CONDITIONS OF SERVICE

12. Successful candidates will be appointed as Nursing Sisters for a period of 4 years Short Service, which may be changed to 6 years or 8 years. Nursing Sisters who desire to extend their service will be required to sign fresh agreements in substitution for their existing engagements of four or six years, as the case may be. On leaving the Service at the end of the Short Service engagement, they will be eligible for a gratuity of £239.25 for each year of service.

13. To serve wherever required, and to do any type of Nursing for which she is qualified.

14. To be liable to immediate discharge for misconduct or if for any reason considered by the Defence Council or Admiralty Board to be unsuitable for retention. Nursing Officers will normally be required to resign on marriage but in certain circumstances approval may be given for service to continue after marriage.

COUNTING OF CIVIL HOSPITAL TIME

15. An antedate of seniority of up to 6 years may be allowed on entry to those who held suitable appointments in civil hospitals, or have undergone other special experience in their profession prior to entry into the Service. Such time will count for seniority for eligibility for increased pay and for promotion to Senior Nursing Sister. The suitability of appointments to count for antedate of seniority will be decided by the Medical Director-General (Naval).

TRANSFER TO THE PERMANENT LIST

16. Nursing Officers are transferred to the Permanent List at the discretion of the Defence Council or Admiralty Board, and in determining the number to be transferred regard will be paid to the number of higher appointments available from time to time for officers on the Permanent List.

17. A Nursing Officer transferred to the Permanent List will not be eligible for any gratuity in respect of her service on the Short Service commission, but service on that commission may count towards an ultimate award of retired pay or gratuity as a permanent officer.

18. Promotion is made to Senior Nursing Sister on attaining 4 years' seniority as a Nursing Sister and to Superintending Sister on attaining 8 years' seniority as a Senior Nursing Sister. Promotion to higher ranks will be by selection.

### QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE RESERVE

Full details of conditions of service and enrolment of Reserve Nursing Sisters can be obtained on application to the Medical Director-General (Naval).

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# HONOURS AND DECORATIONS FOR WHICH THE ROYAL NAVY AND ROYAL MARINES ARE ELIGIBLE

## THE VICTORIA CROSS

1. The Victoria Cross may be awarded to Officers and Men of the Royal Navy, or of the Royal Marines, for "most conspicuous bravery or some daring or pre-eminent act of valour or self-sacrifice or extreme devotion to duty in the presence of the enemy on land or at sea".

The Victoria Cross may be awarded posthumously. It carries with it the right to use the initials V.C. after the surname.

Officers and Men of the Royal Navy and of the Royal Marines are awarded concurrently with the award of the decoration an annuity of £100.

The Balance of £50, if that amount has not been paid during life-time will be credited to the estate of a recipient of the Victoria Cross. The full amount of £50 will be credited when an award is made posthumously.

* Chief Petty Officers, Petty Officers and Men of the Royal Navy and Non-Commissioned Officers and Men of the Royal Marines who have been awarded the Victoria Cross are eligible, in addition to the annuity, for the award of 2½p a day (£9·10 a year) addition to pension.

## THE GEORGE CROSS

2. The George Cross may be awarded to Officers and Men of the Royal Navy or of the Royal Marines, for acts of the greatest heroism, or for conspicuous courage in circumstances of great danger, not in the presence of the enemy.

The Cross is intended primarily for civilians and award in the Military Services is to be confined to actions for which purely military honours are not normally granted.

The George Cross, which may be awarded posthumously, has now taken the place of the Empire Gallantry Medal, and the Albert Medals in Gold.

The George Cross carries with it the right to use the initials G.C. after the surname.

Officers and Men of the Royal Navy and Royal Marines who hold the George Cross are awarded an annuity of £100.

The Balance of £50, if that amount has not been paid during lifetime will be credited to the estate of a recipient of the George Cross. The full amount of £50 will be credited when an award is made posthumously.

† Chief Petty Officers, Petty Officers and Men of the Royal Navy and Non-Commissioned Officers and Men of the Royal Marines who have been awarded the George Cross are eligible, in addition to the annuity, for the award of 2½p a day addition to pension.

## ALBERT MEDAL

The Albert Medal, instituted in 1866, was awarded for outstanding gallantry in saving or endeavouring to save life. Since 1948 no medals have been awarded —except posthumously—and the significance and status of the medal has been lost. So that surviving holders of this medal are not deprived of the recognition which is their due H.M.The Queen has approved that surviving holders of the Albert Medal will be required to exchange their awards for the George Cross. As from 21st October, 1971 holders of the medal are entitled to add the initials G.C. instead of A.M. after their names.

## APPOINTMENT AS COMPANIONS OF THE MILITARY DIVISION OF THE MOST HONOURABLE ORDER OF THE BATH

3. Officers of the Royal Navy of, or above, the rank of Commander and of equivalent ranks in the Royal Marines may be appointed Companions of the Military Division of the Most Honourable Order of the Bath.

## APPOINTMENTS TO THE ORDER OF THE BRITISH EMPIRE

4. Officers of the Royal Navy or Royal Marines and members of the officially recognised Nursing Services may be appointed to the appropriate class of the Military Division of the Most Excellent Order of the British Empire, for gallantry or distinguished conduct not in the face of the enemy at sea or on shore, or for long and meritorious service over a period, either ashore, or afloat. Appointment to the Order may be made exceptionally for Services in action against the enemy.

Where the appointment to the Order is made for gallantry a distinguishing emblem indicating this is worn on the ribbon.

## APPOINTMENTS TO THE DISTINGUISHED SERVICE ORDER

5. Officers of the Royal Navy or of the Royal Marines may be appointed Companions of the Distinguished Service Order for gallantry or devotion to duty in the presence of the enemy on land or at sea, which, though it may not be deemed to merit the Victoria Cross, is yet of a very high order.

## APPOINTMENTS TO THE ROYAL RED CROSS

6. Fully trained Nurses who are members of the officially recognised Nursing Services or have voluntarily undertaken nursing duties may be appointed to the First Class (Members) of the Royal Red Cross for exceptional devotion and competency over a long period in carrying out actual nursing duties in Naval or Auxiliary War Hospitals or for very exceptional acts of bravery and devotion while on duty. Such appointments carry with them the right to use the initials R.R.C. after the surname.

Fully trained Nurses, or Assistant Nurses, Probationers or Nursing Members of a Voluntary Aid Detachment who belong to one of the officially recognised Nursing Services, or have voluntarily undertaken nursing duties may be appointed to the Second Class (Associates) of the Royal Red Cross for exceptional devotion and competency over a long period, or for exceptional bravery and devotion while on duty. Such appointments carry with them the right to use the initials A.R.R.C. after the surname.

## THE DISTINGUISHED SERVICE CROSS

7. The Distinguished Service Cross may be awarded to Officers of the Royal Navy of the rank of Commander and below including Fleet Chief Petty Officers and to Officers of equivalent ranks and Warrant Officers in the Royal Marines for meritorious or distinguished services before the enemy which may not be deemed to warrant the appointment of such officers to the Distinguished Service Order. Officers and Warrant Officers in the Royal Air Force serving at sea or with the Fleet, and Officers and Warrant Officers of the Army when serving in defensively equipped Merchant ships may be awarded the Distinguished Service Cross.

It carries with it the right to use the letters D.S.C. after the surname.

## THE ALBERT MEDAL

Award of the Albert Medal ceased on 21st October 1971. (See under paragraph 2 above.)

## THE CONSPICUOUS GALLANTRY MEDAL

9. The Conspicuous Gallantry Medal may be awarded to Chief Petty Officers, Petty Officers and

* Applies only to awards in respect of service since 3rd September, 1939. New pension additions payable from 1/10/44.

† Payable from 1/4/65 or date of commencement of pension, whichever is later.

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Men of the Royal Navy and to Non-Commissioned Officers and Men of the Royal Marines for acts of conspicuous gallantry in action against the enemy. Non-Commissioned Officers and Men of the Royal Air Force serving at sea or with the Fleet and Non-Commissioned Officers and Men of the Army serving in defensively equipped Merchant Ships may be awarded the Conspicuous Gallantry Medal.

The Conspicuous Gallantry Medal carries with it the right to use the initials C.G.M. after the surname.

* Chief Petty Officers, Petty Officers and Men of the Royal Navy and Non-Commissioned Officers and Men of the Royal Marines who are awarded this medal may be granted 2½p a day (£9·10 a year) addition to pension, or a gratuity of £20 on discharge without pension, transfer to Reserve, or appointment to a Commission.

For each Bar an additional gratuity of £20.

## THE DISTINGUISHED SERVICE MEDAL

10. The Distinguished Service Medal may be awarded to Chief Petty Officers, Petty Officers and Men of the Royal Navy or to Non-Commissioned Officers and Men of the Royal Marines for bravery and resource in action against the enemy, which is not of so high an order as to merit the award of the Conspicuous Gallantry Medal. Non-Commissioned Officers and Men of the Royal Air Force serving at sea or with the Fleet, and Non-Commissioned Officers and men of the Army serving in defensively equipped Merchant Ships may be awarded the Distinguished Service Medal.

It carries with it the right to use the initials D.S.M. after the surname.

* Chief Petty Officers, Petty Officers and Men of the Royal Navy and Non-Commissioned Officers and Men of the Royal Marines who have been awarded this medal are eligible for the award of 2½p a day (£9·10 a year) addition to pension, or a gratuity of £20 on discharge without pension, transfer to Reserve, or appointment to a Commission.

For each Bar an additional gratuity of £20.

## THE GEORGE MEDAL

11. The George Medal may be awarded to Officers and Men of the Royal Navy and Royal Marines for brave conduct on land or at sea or in the air not in the presence of the enemy, or for acts of great bravery where the services are not so outstanding as to merit the award of the George Cross.

The medal is intended primarily for civilians and award in the Military Services is to be confined to actions for which purely military honours are not normally granted.

It carries with it the right to the use of the initials G.M. after the surname.

## THE BRITISH EMPIRE MEDAL

12. The British Empire Medal (Military Division) may be awarded to Chief Petty Officers, Petty Officers and Men of the Royal Navy or to Non-Commissioned Officers and Men of the Royal Marines, or to Nursing Members of a Voluntary Aid Detachment who belong to one of the officially recognised Nursing Services, or have voluntarily undertaken Nursing Duties, for gallantry and distinguished conduct not in the face of the enemy, whether on shore or at sea, or for meritorious service over a period either ashore or afloat. The Medal may be awarded exceptionally for services in action against the enemy.

It carries with it the right to the use of the initials B.E.M. after the surname.

Where the medal is awarded for gallantry, a distinguishing emblem indicating this is worn on the ribbon.

## MILITARY CROSS - DISTINGUISHED CONDUCT MEDAL - MILITARY MEDAL

13. Officers of the Royal Marines may be awarded the Military Cross and other ranks the Distinguished Conduct Medal and the Military Medal, on the recommendation of the Army authorities. Similarly, Naval Ratings may be awarded the Distinguished Conduct Medal for distinguished conduct in the field while serving with the Army.

## DISTINGUISHED FLYING CROSS - DISTINGUISHED FLYING MEDAL - AIR FORCE CROSS - AIR FORCE MEDAL

14. Naval Officers and Ratings are eligible for the Distinguished Flying Cross and Distinguished Flying Medal, respectively, for operational service, and for the Air Force Cross and the Air Force Medal, respectively, for outstanding services in non-operational flying.

The monetary grants to those Naval Ratings and Royal Marine Other Ranks who may be awarded the Distinguished Conduct Medal, the Military Medal or the Distinguished Flying Medal are the same as for the Distinguished Service Medal.

## MENTION-IN-DESPATCHES

15. A Mention-in-Despatches may be awarded to Officers and Men of the Royal Navy and Royal Marines for courage and resource in operations against the enemy, which is not of so high an order as to merit the award of the Distinguished Service Cross for Officers, or the Distinguished Service Medal for Men.

A Mention-in-Despatches may be awarded posthumously.

## QUEEN'S COMMENDATION

16. The Queen's Commendation for Brave Conduct and the Queen's Commendation for Valuable Service in the Air may be awarded to officers and men of the Royal Navy or Royal Marines for brave conduct not in the presence of the enemy or for gallantry in saving life, where the services are not so outstanding as to merit appointment to the Order of the British Empire or the award of the British Empire Medal. They may be awarded posthumously.

The Queen's Commendation for Valuable Service in the Air may also be granted as a periodic award to recognise highly meritorious flying service.

## MEDALS OF THE ROYAL NATIONAL LIFE-BOAT INSTITUTION FOR THE PRESERVATION OF LIFE FROM SHIPWRECK

17. The Gold, Silver and Bronze Medals of the Royal National Lifeboat Institution are awarded for courage in saving life from shipwreck on our coasts. They are worn on the right breast.

## STANHOPE GOLD MEDAL

18. The Stanhope Gold Medal is awarded by the Royal Humane Society for the bravest deed of life-saving in the year, either ashore or afloat, but not for bravery in saving life in fires. It is worn on the right breast.

## ROYAL HUMANE SOCIETY'S SILVER AND BRONZE MEDALS, TESTIMONIALS AND CERTIFICATES

19. The Royal Humane Society's Silver and Bronze Medals are awarded for gallantry in saving or attempting to save, life at sea or on land, the Silver Medal being awarded for greater gallantry than the Bronze Medal.

These medals are worn on the right breast.

* Applies only to awards in respect of service since 3rd September, 1939. New pension additions payable from 1/10/44.

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The Royal Humane Society's Testimonials on Vellum and Parchment are awarded for gallantry in saving or attempting to save, life at sea or on land, the Testimonial on Vellum being awarded for greater gallantry than the Testimonial on Parchment.

The Royal Humane Society's Resuscitation Certificate is awarded for restoring the apparently dead from drowning or asphyxia.

The Royal Humane Society's "In Memoriam" Testimonials on Vellum are presented at the discretion of the Society's Committee to the relatives of those who lose their lives in attempting rescues, and should therefore be reported for consideration.

Recommendations for the above awards must be made within 2 months of the gallant action, but if the rescues or attempted rescues, occur at a distance from the British Isles this time limit may be extended to 18 months.

The present practice in recommending awards for various services may be summarised as follows:—

## ROYAL NAVY AND ROYAL MARINES

| Services | Awards |
|---|---|
| A. Gallantry and distinguished conduct:— | |
| (*a*) in the face of the enemy .. .. .. .. | V.C., C.B., D.S.O., D.S.C., C.G.M., D.S.M., Mention-in-Despatches. |
| *(*b*) in mine and bomb disposal at sea<br>*(*c*) in minesweeping .. .. ..<br>*(*d*) in bomb disposal ashore .. ..<br>*(*e*) in hazardous non-operational flying | G.C., C.B.E. (Military), O.B.E. (Military), M.B.E. (Military), G.M., B.E.M. (Military), Commendation. |
| *B. Gallantry and distinguished conduct not in presence of the enemy, e.g., after a ship has been in collision or mined, bombed or torpedoed. .. .. | G.C., C.B.E. (Military), O.B.E. (Military), M.B.E. (Military), G.M., B.E.M. (Military), Commendation. |
| C. Meritorious service over a period .. .. .. | C.B.E. (Military), O.B.E. (Military), M.B.E. (Military), B.E.M. (Military), Commendation (for flying service only). |
| D. (*a*) Gallantry and distinguished conduct ashore during enemy action. | V.C., D.S.O., D.S.C., C.G.M., D.S.M., Mention-in-Despatches. |
| *(*b*) Gallantry and distinguished conduct ashore .. | G.C., G.M., B.E.M. (Military), Commendation. |
| *E. Gallantry in saving, or trying to save, life on land or at sea. | G.C., G.M., B.E.M., Commendation, R.H.S. (Silver), A.M. (Posth.), R.H.S. (Bronze). |
| F. Gallantry in saving life from shipwreck .. .. | Ministry of Transport and Civil Aviation Medal (Silver or Bronze), R.N.L.I. Medals. |

## QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

| | |
|---|---|
| For skill and devotion to duty over a long period, or for outstanding courage while carrying out nursing duties. | R.R.C. (fully trained Nurses only).<br>A.R.R.C., and as B, C and D (*b*) for the Royal Navy. |

## WOMEN'S ROYAL NAVAL SERVICE

Officers and Ratings of the W.R.N.S. are eligible for the same Decorations as the Royal Navy.

## CIVILIANS

| | |
|---|---|
| *A. Gallantry and distinguished conduct during or after enemy action and in bomb disposal. | G.C., G.M., Appointment to the appropriate class of the Order of the British Empire (Civil), B.E.M. (Civil), Commendation. |
| B. Meritorious service .. .. .. .. .. | Appointment to the appropriate class of the Order of the British Empire (Civil), B.E.M. (Civil), Commendation (for flying service only). |

It is customary for the ribbons of these Orders and Medals to be worn immediately on the Appointment or Award being published in the London Gazette or promulgated to the Fleet.

* As from 14th January, 1958, appointments to or promotions in, the Order of the British Empire and awards of the British Empire Medal, when granted for gallantry, are so described in the announcement in the London Gazette and are distinguished by the wearing of a silver oak leaf Emblem on the ribbon. When the ribbon only is worn the Emblem will be in miniature. This arrangement applies both to military and civil awards. Classification of an award as made for gallantry has no effect on seniority or precedence in the various classes of the Order. A person appointed to the Order after 14th January, 1958, for gallantry and subsequently promoted in the Order, retains and wears the Emblem whether promoted for gallantry or otherwise. A holder of the British Empire Medal for gallantry, granted after 14th January, 1958, if subsequently appointed to the Order, will continue to wear the Emblem on the ribbon of the medal; he will wear the Emblem also on the ribbon of the Order only if appointed to the Order for gallantry.

On the riband of the British Empire Medal for Gallantry, the Gallantry Emblem is worn above any Bar which may have been granted, and when ribands are worn alone the Gallantry Emblem is worn further from the left shoulder than any silver rose Emblem denoting the award of a Bar.

## INVESTITURE AND PRESENTATION OF AWARDS

The awards listed in paragraphs 1 to 11, 12 (when awarded for gallantry), 13 and 14 above, will be presented by the Queen at Investitures.

2. Naval personnel who are domiciled or serving in the United Kingdom will be summoned to an Investiture; for those who are domiciled or serving temporarily overseas, arrangements will be made for them to receive their awards from the appropriate Representative of the Queen.

3. Awards in the Order of the British Empire granted in connection with a specific deed carried out in dangerous circumstances to recipients who have died before the award could be presented to them, and all the decorations and medals named in paragraphs 1 to 14, above, if the recipients have fallen

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in action before they could receive their awards at the Queen's hands, will be handed by Her Majesty to the recipient's Next-of-Kin, who will be summoned to a Next-of-Kin Ceremony.

4. *British Empire Medals.*—British Empire Medals (Military Division) awarded, other than for gallantry, to members of the Armed Services who are stationed in the United Kingdom, will be presented, on the Queen's behalf, by a Commander-in-Chief or, where that is not practicable, by another suitable senior officer.

5. For awards of the British Empire Medal (Military Division) to members of the Armed Services domiciled or serving temporarily overseas, arrangements will be made for presentation by the appropriate Representative of the Queen.

6. *Dress for attendance at Investitures:*—

Officers should wear No. 5 dress, no sword.
Ratings should wear ordinary service dress (gold or red badges, as convenient).
Members of the Naval Nursing Service should wear outdoor dress.
Orders, decorations and medals should not be worn. The ribbon of the insignia to be presented should be worn.

7. *Guests.*—It is Her Majesty's pleasure that each officer or rating to be decorated should, if he so desires, bring with him 2 relatives or friends. Applications for tickets of admission for these guests will be invited when the officer or rating is summoned to an Investiture by the Central Chancery of the Orders of Knighthood, St. James's Palace, S.W.1.

8. *Travel Warrants.*—Travel Warrants for Investitures will be issued in accordance with Article S 1435, Chapter S14, Supplement to BR 1950, Naval Pay Regulations. Particulars of application will be forwarded when the officer or man, or next-of-kin, is summoned to an Investiture.

For presentations of British Empire Medals in the United Kingdom, Travel Warrants may be issued by the appropriate Naval authority for the B.E.M. recipient and 2 guests for journeys within the United Kingdom. D.G.D.A. Form 800 will be used in all cases.

## RULES FOR THE AWARD OF THE ROYAL NAVAL AND ROYAL MARINE RESERVE DECORATION AND THE VOLUNTEER RESERVE DECORATION

1. *Eligibility.*

(*a*) Officers must have 15 years' service over the age of 18, which need not be continuous.
(*b*) R.N.R. Officers must be in date with Continuous Training and have completed 12 annual periods of training during the 15 years, or the requisite number of periods of training for List 1 officers depending upon rank, or at least 12 annual periods of CT for Postal Officers.
(*c*) RMR Officers should be in date with Continuous Training and have completed 12 annual periods of training during the 15 years.

2. *Qualifying Service.* The following service will be allowed to count towards the 15 years:

(*a*) All service as an officer or rating on new lists 1, 3 and 4 or old lists 1, 2, 3, 4, 5, 6, 7, 8 and 9 of the R.N.R. and W.R.N.R., and all service on Lists 1 and 2 of the R.M.R.
(*b*) *Postal Officers.* All service as an officer or rating on new list 5 or old list 10 of the R.N.R.
(*c*) All service as an officer or rating in the R.N.V.R., R.N.A.S.B.R., W.R.N.V.R. and R.N.V.(W.)R. prior to unification of the Reserve in 1958.
(*d*) All service as an officer, rating or other rank in the R.M.F.V.R., R.M.R., A.E.R., Territorial Army, T. & A.V.R., R. Aux. A.F. or R.A.F.V.R.
(*e*) Full time National Service as an officer, rating or other rank in the R.N., R.M., Army, R.A.F., W.R.N.S. or similar overseas Commonwealth or Colonial Force provided there was service in the Reserves detailed in *a*, *b*, *c* or *d* immediately prior to call-up.
(*f*) All previous service qualifying for the Colonial Auxiliary Forces Efficiency Decoration provided it has not already been awarded.
(*g*) *Service Not Allowed.* Service which has already been counted towards another long service or efficiency decoration or medal may not be included.

3. *Officers Serving Prior to 1 March 1969.* Officers serving prior to 1 March 1969 are to reckon their service in accordance with the rules existent at that time:

(*a*) Mobilised Service as an officer counted in full irrespective of being in the Reserve prior to call-up.
(*b*) Half the time spent as a rating or other rank is allowed to count towards service for the R.D.

4. *Service in the Reserves.* Notwithstanding the above a minimum of 7 years must have been served in the R.N.R., R.M.R., W.R.N.R., R.N.V.R., R.M.F.V.R., W.R.N.V.R. or Q.A.R.N.N.S.R. in any capacity before being eligible for the award of the R.D. or V.R.D. In the case of the W.R.N.R. only time served after 1 November 1958 can be counted towards qualifying service.

5. *Service with Cadet Forces.* Service in any of the above Forces which was solely for duty with a Cadet Force will not be allowed to count towards the award of the R.D./V.R.D.

6. *Officers with Long Service Decorations.* An officer who has previously been granted the R.N./R.N.V.R. Long Service and Good Conduct Medal may be awarded the R.D./V.R.D. provided he completes both the full periods of qualifying service.

7. *Clasps.* An officer will be eligible for the award of a clasp to the R.D./V.R.D. after completing 10 years additional service on the Active List after the award of either decoration providing that:

(*a*) He has completed a further 7 annual periods of Continuous Training.
(*b*) He is in date with Continuous Training.
(*c*) The rules governing the counting of Service are the same as for the award of the Decoration itself with the addition of service on new list 5 and old lists 10, 11, 12, 13, 14 and 15.

8. *Rosettes.* Rosettes, which are issued at the same time as the Clasp are to be worn on the ribbon of the Decoration when the ribbon is worn without the Decoration.

9. *Overriding Qualification.* Notwithstanding the above qualifications for the award of the Decoration and Clasp either pre or post 1969 an officer will not be considered qualified unless he is in date with Continuous Training.

10. *Navy List.* The letters 'R.D.' or 'V.R.D.' will be inserted in the Navy List against the names of the officers to whom the decoration is awarded.

11. *Deprivation.* An officer may be deprived of the Decoration with Her Majesty The Queen's approval, if he or she is convicted of any act derogatory to his or her honour as an officer and a gentleman or lady.

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12. *Loss of Decoration or Clasp.* If a Decoration or Clasp is lost as the result of enemy action or other casualty of the Service it will be replaced at public expense. If it is lost in other circumstances it must be replaced at the officer's expense. Applications for replacement are to be made as for applications for the Decoration or Clasp (see below).

13. *Transitional Period after Renaming the R.M.F.V.R. to R.M.R.* For 7½ years after the renaming of the R.M.F.V.R. to R.M.R. on 1 October 1966 i.e. until 31 March 1974, the V.R.D. will be available to ex R.M.F.V.R. officers.

14. *Registrar Class.* Registrar Class—Registrars who held commissions as Commander (S), Lieutenant Commander (S) or Lieutenant (S) may, at the discretion of the Defence Council, be granted the R.D. if they have completed twenty years' service on the Active List. Commissions in this class have been discontinued and will eventually cease to exist.

15. *Applications for the Decoration and Clasp.* Applications are to be made as follows:

(*a*) Officers on List 1—direct to A.C.R.
(*b*) Officers on Lists 3, 4 and 5—to the A.C.R. through their Commanding Officers on Form R.N.R. 11.
(*c*) Postal Officers—to the A.C.R. through the Director of Naval Postal Services (Designate) on Form RNR 11.
(*d*) Officers of the R.M.R.—to the Director Royal Marines Reserve through the Commanding Officer and endorsed by his recommendation.

Certificates of Service as an officer in Forces other than U.K. Naval, Marine or Women's Naval Service or as a rating or other rank are to be forwarded with applications.

## RULES FOR THE AWARD OF THE ROYAL NAVAL RESERVES LONG SERVICE AND GOOD CONDUCT MEDAL

1. *Eligibility.*

(*a*) Ratings must have 15 years' service over the age of 18 with character assessment during this service never below 'very good'. When a Reservist's character is assessed as 'Good', qualifying service begins on the following 1 November.
(*b*) Ratings must be in date with Continuous Training and have completed 12 annual periods of training during the 15 years.
(*c*) Postal ratings must have completed 12 periods of Continuous Training.

2. *Qualifying Service.* The following service will be allowed to count towards the 15 years:

(*a*) All service on new lists 3 and 4 or old lists 3, 6, 8 and 10 of the R.N.R., W.R.N.R. and service in the R.M.R. on List 1 and 2.
(*b*) All service in the R.N., W.R.N.S., R.F.R., R.N.V.R., R.N.V.(W.)R., R.N.V.(P.)R., R.M., R.M.F.V.R., W.R.N.V.R., Q.A.R.N.N.S., the Army, R.A.F., or their Active Reserve Forces, or similar Commonwealth or Colonial Forces. It need not be continuous. Service which has already counted towards the award of a long service or efficiency medal cannot count.
(*c*) *Postal Ratings.* All service on new list 5 or old list 10 of the R.N.R.

3. *Former Service in the Regular or other Reserve Forces.*

(*a*) Although former service in the Regular Forces counts towards qualifying service for the R.N.R. L.S. & G.C. medal, a minimum of 7 years must have been served in the R.N.R., R.M.R., R.N.V.R., R.N.V.(W.)R., R.N.V.(P.)R., R.M.F.V.R., W.R.N.V.R., W.R.N.R. or Q.A.R.N.N.S.R.
(*b*) In cases where former service in the Regular Forces or other Reserves counts towards the R.N.R. L.S. & G.C. Medal, it will be assumed that the correct amount of C.T. has been carried out during that time.

4. *Service with Cadet Forces.* Service in any of the above Forces which was solely for duty with a Cadet Force will not be allowed to count.

5. *Clasps.* A rating will be eligible for the award of a Clasp to the Medal after completing 10 years additional V.G. service on the Active List after the award of the medal providing that:

(*a*) He has completed a further 7 annual periods of Continuous Training.
(*b*) He is in date with Continuous Training.

6. *Rosettes.* Rosettes, which are issued at the same time as the Clasp, are to be worn on the ribbon of the Medal when the ribbon is worn without the Medal.

7. *Deprivation or Forfeiture.* If the conduct of a Reservist who has been awarded the Medal is considered to disqualify him or her from wearing it, he or she may be deprived of it by the Administrative Authority. The deprivation is to be reported to the Ministry of Defence. While a Reservist is mobilised the rules for the forfeiture or deprivation of the L.S. and G.C.M., as laid down in Q.R.R.N. 1977, will apply.

8. *Restoration.* A medal forfeited or deprived may be restored at the discretion of the Administrative Authority after 5 years' service with continuous 'Very Good' character, or after 3 years such service if the Reservist is discharged before he or she has completed the normal 5 year period.

9. *Loss of Medal or Clasp.* If a medal is lost as the result of enemy action or other casualty of the Service it will be replaced at public expense. If it is lost in other circumstances it must be replaced at the individual's own expense. Applications for replacement are to be made as for applications for the Medal or Clasp.

10. *Applications for Medal or Clasp.* Applications are to be made as follows:

(*a*) Ratings on Lists 3, 4 and 5—to the A.C.R. through Commanding Officers.
(*b*) Postal Ratings—to the A.C.R. through the Director of Naval Postal Services (Designate).
(*c*) Other Rank R.M.R.—to the Director Royal Marines Reserve through the Commanding Officer and endorsed by his recommendation.

Certificates of Service relating to all time which counts towards the award of a medal or clasp are to be forwarded with application.

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## INTERIM REGULATIONS

1. *Service Prior to 1 November 1971*
All service in the R.N.R., R.M.R., W.R.N.R. and other Forces listed in the sections describing Qualifying Service for the Decoration or Medal will count towards eligibility for an award irrespective of the lists on which service was accrued.

2. *Service After 1 November 1971*
From 1 November 1971 the overriding rule which will be applied is that no one who is out of date with his or her Continuous Training will be considered eligible for an award irrespective of their Qualifying Service.

3. *New Lists 3 and 4 (Old Lists 3, 4, 5, 6, 7, 8 and 9).* The new rules will apply for the residue of qualifying service for an award from 1 November 1971. Thus a man who has 10 years' Qualifying Service on 1 November 1971 must carry out a further 4 periods of C.T. during his remaining 5 years to become eligible for the award.

4. *New List 4 (Old Lists 10, 11, 12, 13 and 14 (Except Postal Officers and Ratings)).* Officers and ratings who are transferred to List 5 on 1 November 1971 may qualify for the award of the Decoration or Medal providing that for the residue of their Service they carry out the training commitments for List 5. As an interim measure officers who were previously on Lists 11, 12, 13 and 14 will be considered in date with continuous training until 31 October 1972 provided that they train in 1970 and 1971. Thereafter they must be in date with their training.

5. *New List 5 (Postal Officers and Ratings).* The new rules will apply to the Postal Branch from 1 November 1971 without exception.

6. *Transfer from Lists 3 and 4 to List 5 subsequent to 1 November 1971.* Officers and ratings who transfer to List 5 after 10 years' service on a higher list prior to 1 November 1971 may qualify for the award of the Decoration or Medal on List 5 providing that they are in date with Continuous Training.

7. *Special Branch Linguists.* These officers were previously borne on List 11 irrespective of rank because training was only available on alternate years. This limitation on training availability will continue. Therefore, providing that training is carried out every other year they will be considered eligible for the award of the R.D.

8. *Officers and Ratings Joining Subsequent to 1 November 1971.* Officers and ratings joining the Reserve after 1 November 1971 will be subject to the new rules. Qualifying Service in other Reserve Forces will be allowed to count provided that the training commitment of those forces was met before release. Service in the Regular Forces will count in full for award of the R.L.S. and G.C. Medal and each full year served will count as a period of C.T. carried out. However, a man must still be in date with his C.T. in the Reserves before being eligible for an award.

9. *Clasps.* All service subsequent to the award of the Decoration or Medal and prior to 1 November 1971 will count in full for the award of the Clasp, provided that in the case of ratings it has been V.G. service. Service after 1 November 1971 on Lists 1, 3, 4 or 5 will count towards the award of a Clasp but only those who are in date with C.T. will be eligible irrespective of their length of service.

10. *R.N.V.R. L.S. and G.C. Medal and Clasp.* The new rules will in no way affect the award of the Clasp to the R.N.V.R. L.S. and G.C. Medal. Service on any List of the R.N.R. will qualify for the award. For ease of reference the rules are reiterated below:

(*a*) *Medal.* All ratings who completed more than 6 years' service in the R.N.V.R. prior to 1 November 1958 qualified for the award of the R.N.V.R. L.S. and G.C. Medal. The detailed rules are the same as for the award of the R.N.R. Medal except that only 12 years' qualifying service is required.

(*b*) *Clasp.* Any rating who has been awarded the R.N.V.R. L.S. and G.C. Medal automatically qualifies for the award of the R.N.V.R. Clasp after a further period of 12 years' qualifying service.

## REGULATIONS RESPECTING THE LONG SERVICE AND GOOD CONDUCT MEDAL FOR THE ROYAL FLEET RESERVE

1. Men of the Royal Fleet Reserve who are not in possession of the R.N. Long Service and Good Conduct Medal are eligible for the award of the Royal Fleet Reserve Long Service and Good Conduct Medal provided that they:—

(*a*) have completed at least 15 years' service from the age of 18 years in the Fleet and Royal Fleet Reserve combined; for this purpose efficient service in the R.N.R., R.M.R., (formerly R.M.F.V.R.) or in the Commonwealth Forces may count as qualifying service;

(*b*) have satisfactorily carried out any prescribed training;

(*c*) have obtained a character not below "V.G." during the 15 years preceding the award;

(*d*) have not been awarded a character below "Good" during any year of their service from the age of 18 (but see Clause 3); and

(*e*) are recommended for the award of the medal by the Registrar of the Royal Fleet Reserve.

Men holding the medal who complete a further 15 years' service under the above conditions may be awarded a clasp to the medal.

Only service in the Reserve, as mobilized reservist or on engagements in respect of which approval has been given for the service to reckon for reserve benefits may count.

2. Applications for the award of the Royal Fleet Reserve Long Service and Good Conduct Medal are not to be forwarded on behalf of men whose retention in the Reserve is dependent on the fulfilment of an undertaking to render themselves medically fit unless they had already completed the necessary qualifying service and were otherwise eligible for the award on the date on which their unfitness was discovered.

3. Men whose characters were assessed below "Good" during the first 5 years of their active service from the age of 18 may be specially considered for award of the medal either:—

(*a*) After the completion of 15 years' service with continuous "V.G." character, on the ground of having displayed heroism or gallantry in action, or having rendered some special service in time of emergency, subsequently to the assessment of character below "Good," or

(*b*) On the ground of having 18 years' service with continuous "V.G." character subsequent to that assessment.

The conditions laid down in clause 1 (*a*), (*b*), (*c*) and (*e*) will apply to all men. Desertion at any time will render a man ineligible for the award of the medal, except in special circumstances where a man can show the necessary period of service with continuous "V.G." character commencing from the date of recovery from desertion.

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4. Service in the Royal Fleet Reserve for years for which a reservist is not required to perform drill, and is not able, therefore, to earn a "V.G." assessment of character, is to be regarded as equivalent to "V.G." service for the purposes of paragraphs 1 and 3 provided that the other conditions of service are complied with.

5. Men in possession of the Royal Fleet Reserve Long Service and Good Conduct Medal who subsequently re-enter the Royal Navy or Royal Marines on regular engagements and qualify for the award of the Active Service, Long Service and Good Conduct Medal, will be required to surrender the Reserve Medal on being awarded the Active Service Medal. Similarly, men who possess the Royal Fleet Reserve Medal will be required to surrender it on being subsequently awarded the Long Service and Good Conduct Medal of any Commonwealth Navy.

6. When the conduct of any man after he has been awarded the medal is considered to be such as to disqualify him from wearing it, he may be deprived of it by the Commander-in-Chief or the Commandant General, Royal Marines. The deprivation will be reported to the Ministry of Defence (NP2).

When reservists are mobilised or re-entered in the Royal Navy, the regulations for the deprivation of the Active Service, Long Service and Good Conduct Medal (Queen's Regulations for the Royal Navy, Chapter 19) are to apply equally to the deprivation of the Royal Fleet Reserve Medal.

7. A man who has been deprived of the medal for misconduct may have it restored at the discretion of the Commander-in-Chief or the Commandant General, Royal Marines, on completion of 5 years' service with "Very Good Conduct" before discharge, or on discharge from the Reserve provided that he has completed at least 3 years' service with "Very Good Conduct" since being deprived of the medal.

8. When it is desired to replace a medal which has been accidentally lost, the man to whom the medal belonged must make a declaration before a Magistrate or Registrar of the Royal Fleet Reserve, stating the circumstances in which the loss occurred, together with his rating, name, class, number in the Reserve, and Royal Naval official number, or Royal Marine register number. This declaration will be sent to the Director General of Defence Accounts through the Registrar of the Royal Fleet Reserve, and the Medal will be replaced, on payment, if the explanation of its loss is considered satisfactory.

9. Medals are to be worn, in conformity with the Regulations for Naval Uniforms (Ratings), with No. 2 dress (or No. 7 in hot climates) on those occasions when the wearing of No. 1 or No. 6 dress is authorised for Active Service ratings, i.e., at inspections and musters, on ceremonial occasions, and on Sundays in harbour. Medals are not to be worn on any other occasion.

## GOOD CONDUCT MEDAL AND GRATUITY

*Qualification for Award.*—The Long Service and Good Conduct Medal represents, with Good Conduct Badges, the highest standard of conduct in the Service and it is important that recommendations for the award of the medal should not be made as a matter of course on completion of the necessary period of qualifying service.

2. *Gratuities.*—Except where otherwise stated, the award of a Good Conduct Medal will carry with it, irrespective of rating, a gratuity of £20, payment of which will be authorised by the Director-General Defence Accounts.

3. *Entitlement.*—(*a*) To be entitled to the award of the Long Service and Good Conduct Medal and Gratuity, a Naval rating or a Royal Marine must:—

(1) have completed 15 years' pensionable service with continuous "Very Good" character, and with previous character not inferior to "Good" in service which is reckonable for pension purposes. Where character during such service has been assessed as "Good" on the 31st December in any year, time reckoning for the medal will not commence until the 1st January following;

(2) have actually re-engaged to complete time for pension (but see clause (*b*) below regarding ratings on non-continuous service engagements);

(3) be in possession of the full number of Good Conduct Badges which he could have earned during his service;

(4) be provisionally recommended by the Captain of the ship or the Commanding Officer of the establishment in which he is serving at the time of the application as in every respect deserving of the award.

(*b*) *Non-Continuous Service.*—Maltese ratings serving on non-continuous service engagements are eligible for the award of the medal and gratuity under the foregoing conditions, except that clause 3 (*a*) (2) above is not applicable. Ratings locally entered at Hong Kong and Singapore are eligible for award of the medal and a gratuity of £10 under the same conditions. Other locally entered ratings may be awarded the medal without gratuity if their records of service and character conform to the requirements for an award under the ordinary rules.

(*c*) Desertion will render a man ineligible for the award of the medal under the ordinary regulations (see Article 8—Special Recommendations).

4. *Long Service and Good Conduct Gratuities.—Additional Allowance.*—(*a*) Ratings, including Maltese ratings, who are awarded the gratuity of £20, are also eligible to earn an additional allowance which is payable in a lump sum with the first payment of pension on discharge, at the rate of £1 for each year of qualifying service with "Very Good" character rendered subsequent to the award or restoration of the medal. The lump sum is not payable to non-European locally entered ratings.

(*b*) A rating who is promoted to officer after the award of the medal and gratuity will be allowed, on confirmation in rank, to receive payment of any additional allowance that may have been earned up to the date of his promotion.

(*c*) Service during which a "Good" character is awarded will not count as qualifying service for the additional allowance, notwithstanding that the man may not have been deprived of the medal.

(*d*) When a man is deprived of or forfeits his medal he will forfeit the additional allowance already accrued. If the medal is restored before he is pensioned, the amount earned subsequently to the date of restoration only will be awarded.

(*e*) When a man is invalided after having been awarded the medal and gratuity, and before completion of the full time for pension, he will be granted any additional allowance that may have been earned up to the date of his discharge.

(*f*) Any man who voluntarily quits the Service after the award of the medal and gratuity, and before becoming entitled to a pension, will forfeit all claim to any additional allowance that may have been earned.

(*g*) Where a man who has been discharged to pension is permitted to re-engage for a further period of service subject to relinquishment of pension, such further service will be allowed to count for purposes of the additional allowance under the usual regulations, provided that the man is qualified in all respect s or this allowance.

5. *Long Service and Good Conduct Gratuities and Additional Allowances of Dead Men.*—If a man should die after the award of his medal any gratuity or

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additional allowance to which he may be entitled will be paid to his widow, or next-of-kin if dependent upon him.

6. *Breaks in Service.*—A break in service not due to desertion, dismissal, sentence of imprisonment, or other misconduct on the man's part, will not be considered as breaking the continuity of his "Very Good" character, or of recommendations for the medal and gratuity, provided that he rejoins within 5 years or, if invalided, as soon as the state of his health permits, or if approval has been given to bridge the break in service of more than 5 years.

7. *Recommendations.*—(*a*) The names of men provisionally recommended for medals and gratuities are to be sent to the Director-General Defence Accounts on Form S.218, accompanied by their Service Certificates or certified copies thereof, in sufficient time to allow for verification of entitlement and preparation of the medal (normally one calendar month), and for approval to be received and presentation to be made on the date when the award is due.

(*b*) Recommendations for Royal Marine ranks are to be forwarded through the Director of Drafting Pay and Records, Royal Marines, six weeks before the medal is due.

8. *Special Recommendations.*—(*a*) If a man has the essential service qualification of 15 years with continuous "Very Good" character in accordance with the foregoing articles but is ineligible for the award of the medal under the ordinary regulations, the Secretary of State will consider any recommendation for a special award of the medal on the grounds that the man has displayed heroism or gallantry in action or has rendered some special service in time of emergency, during service qualifying for the medal and subsequent to the lapse which disqualifies him under the ordinary rules. The recommendation should be made by letter submitted through the Commander-in-Chief or administrative authority, or, for a Royal Marine, through the Director of Drafting, Pay and Records, stating fully the circumstances in which the application is made.

(*b*) A recommendation for a man who has a record of 18 years' qualifying service with continuous "Very Good" character will also be considered although he may be disqualified under the ordinary regulations.

9. *Presentation of Medal and Gratuity.*—(*a*) When approval has been received, the medal is, if possible, to be presented by the Commanding Officer before the ship's company or Royal Marines Unit. The gratuity is to be paid on the authority which will be issued by the Director-General Defence Accounts. In no circumstances is the medal to be presented or the gratuity to be paid before the date on which the award is due.

(*b*) The award of the medal and gratuity is to be noted on the Service Certificate. In order that the possession of the medal may not be overlooked when consideration is being given to deprivation of a Good Conduct Badge, the award of the medal is to be noted at the foot of the Badge column in addition to the Medals section of the Service Certificate.

10. *Misconduct pending presentation.*—The Ministry of Defence is to be informed by signal if the man's conduct falls below the requisite standard in the interval between the recommendation and the date when the award becomes due. The medal is not to be awarded and, if received in the ship, is to be returned to the Director-General Defence Accounts with an explanation and with the authority for paying the gratuity.

(2) If the presentation of the medal is delayed for any reason beyond the date when the award is due, and misconduct (other than a trivial offence not breaking the continuity of the man's "Very Good Conduct" or "V.G." character) occurs in the interval, the medal is to be withheld and a report made to the Commander-in-Chief or Flag Officer or, for Royal Marines on shore, the Commandant General, Royal Marines. Unless the offence, or the punishment awarded, automatically involves loss of the medal, the report is to state whether deprivation would have been proposed if the medal had been in the man's possession at the time of punishment. If deprivation would have been automatic or proposed, the higher authority may direct that the medal should be regarded as awarded on the due date, and deprived. If this course is considered inappropriate, the higher authority is to report the matter to the Ministry of Defence. When deprivation would have been neither automatic nor proposed, the medal should be awarded from the due date and retained (but, if the man has lost a good conduct badge, the medal should not be presented until the badge is restored).

*Note.*—The rules about restoration of the G.C. Medal are contained in the Queen's Regulations for the Royal Navy, Chapter 19.

11. *First Clasp.*—A man holding the medal who completes a further 15 years' service on any kind of Royal Naval engagement, T.124 and variants excepted, with the character qualification required for the original award may be awarded a clasp to the medal. The award of the clasp will not entitle the recipient to any further gratuity or pension addition. Applications for the award are to be made on Form S.218 endorsed "CLASP ONLY," and forwarded as directed in clause 7, accompanied by the Service Certificate or a certified copy thereof.

12. *Second Clasp.*—A man holding the medal and clasp who completes a further 15 years' service under the same conditions required for the award of the first clasp, may be awarded a second clasp to the medal. Applications for the award are to be made on Form S.218 as directed above.

*Note.*—Pensioners are not debarred from counting the additional service for the award of the clasps.

13. *W.R.N.S. Ratings.*—W.R.N.S. ratings will qualify for the medal and clasp under the same conditions as for men. The gratuity will however, be £17 and the additional allowance 85p a year.

## MERITORIOUS SERVICE ANNUITIES AND MEDALS (ROYAL MARINES)

A sum not exceeding £400 a year is available for distribution in annuities not exceeding £20, as rewards for distinguished and meritorious service. This award was open either before or after discharge to Senior Non-Commissioned Officers of the Royal Marines who had completed 21 years' service, or had been granted a life pension on account of wounds or hurts received in action or otherwise in the execution of duty.

2. As Royal Marines receive the L.S. and G.C. gratuity of £20, they are no longer eligible for this award. The Meritorious Service Medal has been awarded to all ranks who were registered in the Department of the Commandant General Royal Marines on 16th May, 1947, and no further awards will be made. Those to whom the Medal has been awarded remain eligible for the annuity and awards will be made, as and when vacancies occur.

3. The Medal and annuity are liable to forfeiture by recipients on conviction of treason, sedition or mutiny.

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# REGULATIONS CONCERNING THE ACCEPTANCE AND WEARING BY PERSONS IN THE SERVICE OF THE CROWN OF ORDERS, DECORATIONS AND MEDALS CONFERRED BY HEADS OR GOVERNMENTS OF FOREIGN STATES AND BY MEMBERS OF THE COMMONWEALTH OVERSEAS OF WHICH THE QUEEN IS NOT HEAD OF STATE

## (United Kingdom and Dependent Territories)

### ORDERS AND DECORATIONS

1. No person in the service of the Crown may accept and wear the insignia of any such Order or decoration without Her Majesty's permission.

2. Such permission, if granted, will be either:—

(*a*) unrestricted, allowing the insignia to be worn on any occasion; or

(*b*) restricted, allowing the insignia to be worn only on particular occasions associated with the country concerned.

The grant of both unrestricted and restricted permission will be conveyed by letter from Her Majesty's Private Secretary.

3. Full and unrestricted permission is contemplated in the case of Orders conferred:

(*a*) for distinguished services in saving or attempting to save life;

(*b*) on any officer in the Royal Navy, Army or Royal Air Force, or any United Kingdom official, in recognition of services (*a*) while lent to a Commonwealth Government or (*b*) while lent to a foreign Government provided that he is not in receipt of any emoluments from British public funds during the period of the loan.

4. Restricted permission is particularly contemplated in the case of Orders or decorations conferred in recognition of personal attention to a Head of State, or a member of the Royal Family of a foreign or Commonwealth country, on the occasion of State or official visits by such personages.

5. Restricted permission will also be given for the wearing of insignia of Orders and decorations conferred:—

(1) on United Kingdom officials in connection with a State visit by Her Majesty the Queen;

(2) on members of deputations of British regiments to Heads of States;

(3) on members of Special Missions when The Queen is represented at a Coronation, Wedding, Funeral, or similar occasion; or on any Diplomatic Representative, when specially accredited to represent Her Majesty on such occasions (but not on the members of his Staff).

Permission will not be given to:

(*a*) the Heads or other members of Her Majesty's Diplomatic or Consular establishments abroad, when leaving, whether on transfer or on final retirement.

(*b*) officers of British naval, military or air squadrons or units visiting foreign countries and Member countries of the Commonwealth overseas, except as provided at (2) above.

6. Applications for The Queen's permission whether full or restricted, will be submitted to Her Majesty by Her Principal Secretary of State for Foreign and Commonwealth Affairs, who however shall be under no obligation to consider them unless, before the bestowal of the Order or decoration, the country concerned has ascertained either through the British Diplomatic Representative there or through its Diplomatic Representative at Her Majesty's Court, that having regard to these Regulations the award would not give rise to any objection.

In no case can applications be considered in respect of Orders conferred more than five years previously, or offered in connection with events so long prior to the proposal to award them.

7. Permission will not be granted for the wearing of the insignia of Orders and decorations conferred otherwise than by the Heads or Governments of States recognised by Her Majesty as such.

### MEDALS*

8. Medals, with the exceptions specified below, and state decorations not indicating membership of an Order of Chivalry, are subject to the Regulations in the same manner as Orders. If granted, unrestricted permission is given by letter; restricted permission is given by certificate.

9. Medals for saving or attempting to safe life whether conferred on behalf of the Head or Government of a foreign or Commonwealth State or by private Life-Saving Societies or Institutions, may be accepted and worn, subject only to the restrictions imposed by the Regulations for the Services concerned.

Applications for Her Majesty's permission to wear other medals conferred by Private Societies or Institutions cannot be entertained.

10. Applications for permission to wear medals in warlike operations will not be entertained if the granting of such permission would be at variance with considerations of general policy or public interest.

### GENERAL

11. The wives of persons in the service of the Crown are regarded for the purposes of these Regulations as sharing the disabilities of their husbands concerning the acceptance of foreign or Commonwealth awards.

12. Persons employed in the commissioned or salaried service of the Crown on a temporary basis are subject to these Regulations in the same way as those employed on a permanent and pensionable basis.

13. Members of the various police and constabulary forces maintained in the United Kingdom and Dependent Territories are uniformly regarded as subject to these Regulations, with the exception, however, of British Transport Commission Police and Dock and Harbour Police Forces established under private Statutes.

14. Persons who have retired from the service of the Crown remain subject to these Regulations in so far as concerns the acceptance of Orders, decorations or medals offered in respect of services rendered before their retirement.

15. The regulations shall be regarded as applying, in the same way as to British subjects, to British-protected persons who are such by virtue of their connection with a Protectorate or Trust Territory administered under the supervision of Her Majesty's Principal Secretary of State for Foreign and Commonwealth Affairs; they may also be regarded as applying in the same manner to British-protected persons who are such by virtue of their connection with a Protected State administered under the supervision of the said Principal Secretary of State, but Orders, decorations and medals conferred upon such British-protected persons by their Rulers are not regarded as falling within the scope of these Regulations.

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* These regulations do not relate to award of campaign or commemorative war medals.

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# DEPARTMENT OF TRADE CERTIFICATES OF SERVICE AND CERTIFICATES OF COMPETENCY

1. Seaman Officers on the Active List, Retired List, or Emergency List of the Royal Navy who have attained the substantive rank of Lieutenant or above and have completed 7 years' sea service in sea-going vessels, of which not less than 3 years shall have been performed whilst holding a full Watchkeeping Certificate, together with an Ocean Navigation certificate, may, at the discretion of the Department of Trade and Industry be awarded Certificates of Service in the Merchant Navy. In the case of officers who attained the Watchkeeping Certificate before the Ocean Navigation Certificate was introduced in 1957, i.e. Officers trained under the pre-COST scheme, the Watchkeeping Certificate only is required.

2. Engineer Officers on the Active List, Retired List or Emergency List of the Royal Navy, including officers holding Extended Service Commissions, who have attained the substantive rank of Lieutenant or above who have taken the full marine engineering course at the R.N. Engineering College, and who have completed 21 months' qualifying sea service as Watchkeeping Engineer Officer or Senior Engineer Officer or Engineer Officer since attaining that rank (acting rank to count) may, at the discretion of the Department of Trade, be awarded Certificates of Service as First Class Engineer.

3. Certificates of Service as Second Class Engineer may, at the discretion of the Department of Trade, be awarded to Engineer Officers who have attained the substantive rank of Engineer Sub-Lieutenant (ME,) and have completed 21 months' qualifying Watchkeeping Service since attaining that rank (acting rank to count). Special Duties List Officers who hold additional academic qualifications (e.g. Higher National Certificate) will have these taken into account by the Department of Trade in considering their eligibility for Certificates of Service as First Class Engineer.

4. Personnel of the R.N. holding the rank of Senior Commissioned Engineer or Senior Commissioned Mechanician and Commissioned Engineer or Commissioned Mechanician who left the Service before 1st January, 1957, are still eligible for the award of Certificates of Service as Engineer provided that they qualify as required by the Department of Trade regulations.

5. Supplementary List Officers will have their applications considered in relation to their training, qualifications and experience both before and since entering the Royal Navy, provided that they have met the sea service requirement set out above. Temporary and Reserve Officers are ineligible for the award of Certificates of Service; but may count Naval Service as qualifying service for admittance to the Department of Trade's examination for Certificates of Competency, provided it is performed as required by the Department of Trade's Examination Regulations.

6. Certificates of Competency as Extra Master, Master, Mate, Extra First Class Engineer, First Class Engineer, Second Class Engineer, Second Hand (Full or Limited) or (Special) of a fishing boat, and A.B., or of qualification as Efficient Deck Hand, can be granted by the Department of Trade only after examination.*

7. The following procedure is to be adopted when officers and ratings make application for the award of Certificates of Service or to sit examinations for Certificates of Competency:—

(*a*) *Certificates of Service*

Applications for Certificates of Service should be made on the appropriate Department of Trade form, obtainable from any Mercantile Marine Office (or through the Administrative Authority, if abroad) and forwarded through the usual channels to the Ministry of Defence (NP2), Old Admiralty Building, Spring Gardens SW1A 2BE. The fee of £5 should *not* be forwarded to the Ministry of Defence with the application; the Department of Trade will request payment if the grant of a Certificate is approved. Applications will be forwarded to the Department of Trade by the Ministry of Defence with the usual statement of service, etc.

(*b*) *Certificates of Competency*

Applications to be examined for Certificates of Competency should be made on the appropriate Department of Trade form, obtainable from any Mercantile Marine Office (or through the Administrative Authority, if abroad) and forwarded as directed on the form. They should be supported:—

(i) in the case of Officers by a statement of service (Form D.G.D.A. 902) which may be obtained on request from the Ministry of Defence (Naval Personnel Division 2) Forms S.450 ("Flimsies") in respect of all sea-going appointments and of last appointment, whether seagoing or not should also be produced by the officer concerned. (It should be noted that duplicates of Form S.450 are no longer held by the Ministry of Defence.)

(ii) in the case of ratings by a copy of Service Certificate. Candidates should also provide Watchkeeping Certificates. Details of fees for examinations are shown in the booklets mentioned at * below.

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* Regulations governing the Examinations of Masters and Mates, and Engineers, and Skippers and Second Hands of Fishing Boats in the Mercantile Marine are published by H.M. Stationery Office, and obtainable on purchase at any Mercantile Marine Office or through any bookseller.

Notice No. M.436 may be obtained at any Mercantile Marine Office and deals with the issue of Certificates of Competency as A.B., and Certificates of Qualification as Efficient Deck Hand.

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# NAUTICAL ASSESSORS

Appointments as Nautical Assessors will be made under the following rules:—

### House of Lords

(Under Section III of the Supreme Court of Judicature Act, 1891)

(1) To be retired Naval Officers of the rank of Admiral or Captain who have had at least 3 years' service in command of one of H.M. Ships at sea.

(2) The number will be limited to 6.

(3) The age limit is 65.

(4) Appointments will be for a limited period of 3 years in the first instance, any extension beyond that period will be specially considered before the term of the appointment expires. No appointment will exceed six years.

### Court of Appeal

(Under Section 98 of the Supreme Court of Judicature (Consolidation) Act, 1925)

(1) To be Naval Officers retired from the Commanders', Captains' or Flag Officers' Lists.

(2) The number will be limited to 2.

(3) The appointment will be for 3 years in the first instance. Any extension beyond that period will be specially considered before the term of the appointment expires. No appointment will exceed six years.

### Class III. Assessors

(Under the Merchant Shipping Act, 1894)

(1) To be retired Officers of the rank of Admiral or Captain who have had 3 years' service in command of one of H.M. Ships at sea. Commanders or Lieutenant-Commanders who are qualified Navigating Officers with more than three years' service since qualifying in the Advanced Navigation Course are also eligible for appointment.

(2) The number will be limited to 2.

(3) The age limit is 70.

(4) The appointments will be for 3 years in the first instance.

Application for appointment as Assessors to the House of Lords or Court of Appeal should be made to the Ministry of Defence (Naval Secretary).

Application for appointment as Class III Assessor should be addressed to the Home Office.

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# *Support* King George's Fund for Sailors *and you are supporting more than one charity*

King George's Fund for Sailors is the central fund for all marine charities in the U.K. Its purpose is to ensure that money given on behalf of distressed seafarers and their dependants is distributed where and when it is most needed.

Every year KGFS is needed to give grants totalling more than £250,000 to help finance the work of marine benevolent societies. This work includes:

- ★ homes for aged and disabled sailors
- ★ convalescent homes and rehabilitation centres
- ★ orphan's homes; schools and training ships
- ★ help of all kinds for widows and dependants in distress
- ★ clubs and hostels at home and overseas
- ★ libraries and other comforts at sea.

The work of these charities needs as much support as ever. Please give generously, and report any case where we could be of help.

*Here are just a few of the Royal Naval charities that received KGFS grants in 1972:*

- ★ *RNBT—£21,500*
- ★ *WRNSBT—£6,200*
- ★ *Dame Elizabeth Kelly Trust Portsmouth—£6,000*
- ★ *King William IV Naval Foundation—£7,040*
- ★ *Queen Adelaide Naval Fund—£4,000*
- ★ *Royal Fleet Club, Devonport—£2,000*
- ★ *Officers' Benevolent Fund (RN and RM Branch and Special Duties Fund)—£3,750*
- ★ *Officers' Families' Fund (Naval Cases)—£3,800*
- ★ *Officers' Association (for Naval cases and Hawkins Trust)—£11,595*

## KING GEORGE'S FUND FOR SAILORS

*General Secretary:* Captain Ian Clegg, RN
1 Chesham Street, London SW1X 8NF
Telephone: 01-235 2884


SBN 11 770678 7

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